



CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

Policy Title: Cost Transfers on Sponsored Projects

Policy Number: 2018 **Functional Area:** Finance

Date Submitted: January 15, 2021

Proposed Action: Approve Update

Brief Description: This policy establishes guidelines and procedures for the transfer of costs between or to sponsored projects and to prescribe the conditions under which cost transfers may be accepted as charges to sponsored projects.

Desired Effective Date: February 1, 2021

Last Official Review: February 1, 2011

Reviewing Office: Executive Vice Chancellor for Administration and Finance and Chief Financial Officer (CU Anschutz)
Senior Vice Chancellor for Administration and Finance and Chief Financial Officer (CU Denver)

Responsible Officer: Associate Vice Chancellor – Financial Services & Controller

Policy Contact: Amy Gannon

Applies to: CU Anschutz
CU Denver

Reason for Policy: The purpose of this policy is to establish guidelines and procedures for the transfer of costs between or to sponsored projects and to prescribe the conditions under which cost transfers may be accepted as charges to sponsored projects. This policy applies to all cost transfers from any source of University of Colorado Denver | Anschutz Medical Campus (“university”) funding to sponsored projects.

I. REASON FOR PROPOSED ACTION AND SUMMARY OF CHANGES

This policy was updated to remove process from the policy in accordance with the guidance from campus policy 3000, Establishing Campus Policies. Moreover, the process that accompanies this policy was previously changed with the PeopleSoft/Elevate upgrade in 2018. The roll out of Elevate was well communicated with Team Talks to train/explain the new process. Thus, this policy update is to reflect the current PeopleSoft/Elevate process.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

List all the offices and personnel who participated in the drafting or coordination of this policy.

Executive Vice Chancellor for Administration & Finance | CFO (T. Carrothers, 1-14-21)
Senior Vice Chancellor for Administration & Finance | CFO (J. Sobanet, 1-16-21)
Associate Vice Chancellor for Financial Services & Controller (A. Gannon, 1-13-21)
Special Assistant to the Provost (J. Taylor, TBD)
Policy Coordination Manager (M. Heredia, 1-18-21)

III. LEGAL REVIEW

Is legal review of the proposed changes recommended?

No

IV. FISCAL REVIEW

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No**