RACE GA prepares Cost Transfer Form

1. Need for Cost Transfer on 080, 081 acct. is identified
2. Salary or Non-Salary CT?
3. Route Cost Transfer Form to PI for approval
4. Is CT debiting Dept. Account?
5. RACE Team Lead approves

Notes:
1. The need for a cost transfer may also be identified within ORA and subsequently processed in ORA. Refer to ORA CT policy for details.
2. The PI will approve the Cost Transfer at the grant initiation for Repetitive Cost transfers and for every individual occurrence for all other types of Cost Transfers.
3. The PI will approve the CT, and route it back to RACE.
4. The department does not need to approve credits to the departmental accounts, however they do need to be informed.
5. The RACE Team Lead will approve all cost transfers before they are routed to ORA. The Director will approve all cost transfers > 90 days past the original transaction date.