

# Cost Share Transfers

**Definition:** Changes or additions to cost sharing are considered transfers.

**Policy:** These are considered a late transfer 90 days after the original cost share was due OR if the effort report due date has passed. Late cost share transfers will be allowed only in limited circumstances. For late transfers, the Late Cost Share Transfer Justification Form must be completed, signed and submitted to the Sponsored Projects Accounting Office for approval. In addition, the spreadsheet needs to be submitted via e-mail. The Cost Share & Cost Transfer PPM's are available on the web at: <http://www.k-state.edu/controller/spa/ppm.htm> .

## Directions:

### When Cost Share **has not** previously been reported for the employee(s) on the project:

Note: these directions are only applicable when cost share has not previously been reported for the employee(s) on the project for the specific pay periods needed.

- The department will prepare a cost share spreadsheet for the cost share which needs reported.
- If multiple quarters need reported, a separate spreadsheet (.xls file) needs to be prepared for each reporting quarter. Do not report multiple quarters in a single spreadsheet (even if on separate pages or tabs).
- Only new cost share being reported should be included on this spreadsheet – do not include any cost share which has previously been reported.
- Submit the spreadsheet to SPA for processing
- If the transfer is considered late (see above definition of late): a Late Cost Share Transfer Justification Form (available on e-forms) must also be completed and submitted to Sponsored Projects Accounting.

### When Cost Share **has** previously been reported for the employee(s) on the project

- SPA will delete **all** cost share for the affected employee(s) for the affected quarter(s) from the cost share database. If cost share was previously submitted for other projects - that cost share will also be deleted. This does include cost share reported on projects in other departments.
- The department will prepare a cost share spreadsheet for the cost share which needs reported **AND** all other cost share previously reported for the employee on **all** projects during the quarter – this includes cost share reported for projects in other departments.
- If multiple quarters need reported, a separate spreadsheet (.xls file) needs to be prepared for each reporting quarter. Do not report multiple quarters in a single spreadsheet (even if on separate pages or tabs).
- Submit the spreadsheet to SPA for processing
- If the transfer is considered late (see above definition of late): a Late Cost Share Transfer Justification Form (available on e-forms) must also be completed and submitted to Sponsored Projects Accounting.