

Correcting Document Guidelines for Preparing - FV50, CD-01, & PAR involving Sponsored Projects

NOTE: These guidelines are meant to serve as a supplement to the [Correcting Document Guide](#).

Anytime a correction is initiated an assumption is formed that the original transaction was not handled properly. If expenses are being transferred to a sponsored project, there will be considerable scrutiny of the reasons for the transfer and the justification for moving those charges.

If a project has an overdraft, there is a presumption that any proposed correction is to alleviate the overrun and may not be transferred to another sponsored project merely for the sake of resolving a deficit or an allowability issue.

Criteria for corrections involving sponsored projects must:

1. Conform to University and sponsor policies (is it allowable, allocable, and reasonable?)
2. Be Timely
 - a. Cost transfers should be prepared and submitted as soon as the need for a transfer is identified but no later than 90 days from the end of the calendar month in which the transaction appears. A shorter period may be necessary near the project end date.
 - b. Cost transfers exceeding this time frame will require additional documentation as to why the transfer request was not made in a timely manner.
3. Cost transfers must contain a justification that clearly shows:
 - a. Allowability and allocability to the new sponsored project.
 - b. Reason for the correction.
 - c. Reason for the delay in the timely processing of the transfer if the transfer date exceeds the time frame listed above (2, a).
 - d. System generated errors that created a need for the correction have been corrected to prevent future errors.
 - e. It was reviewed by a person who has first-hand knowledge on the use of the service or item being corrected.
4. Utilize the Correcting Document Template

A good justification will allow anyone reviewing the correction to understand how the expense benefits the receiving sponsored project. It should answer the questions listed in 1-4 above. ***It should be easily understood by anyone without prior knowledge of the issue.***

Tips:

- If an S&E charge is involved and allowable to the project but exceeds available funds and is being moved to an unrestricted source, use S&E GL's #527010 (Research), 527020 (Instruction/Department), or 527030 (Extension & Public Service) for voluntary cost sharing.
- PI certification is necessary for specific situation outlined in the Correcting Document Guide.
- Explanation should include the document number, transaction date(s), amount, pay period, etc. of original transaction.
- Print or type the name below or next to the signature line of the PI or person that is signing the certification and the pre-auditor if not listed on the correcting document template.