



25.99.99.E0.02 Procedures for Non-Payroll Costs and Transfers To Sponsored Accounts/Projects

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Revised February 5, 2020

Revised May 20, 2025

Next Scheduled Review: May 20, 2030

Standard Administrative Procedure Summary

The Texas Engineering Experiment Station (TEES) requires non-payroll costs on sponsored accounts and/or projects to be reflected accurately and timely. This Standard Administrative Procedure (SAP) provides guidelines for non-payroll costs and transfers to sponsored accounts/projects.

Procedures and Responsibilities

1. COSTS AND TRANSFERS

- 1.1 Non-payroll costs and transfers to sponsored accounts/projects should be submitted within 90 days of the original transaction (i.e. goods received date or invoice received date, travel end date, service provided date).
- 1.2 Requests made to charge cost reimbursable projects more than 90 days from the date of the original transaction (i.e. goods received date or invoice received date, travel end date, service provided date) will only be considered if appropriately justified. Requests will be considered on a case-by-case basis, and the final decision will be made by the TEES Research Services Office.

2. REQUEST

The Departmental Correction Request (DCR) is located in Canopy>FRS>DCR>Create DCR. Requests shall include:

- 2.1 An explanation for the cost/transfer over 90 days,



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- 2.2 Approval/certification of one of the following who has signature authority over the accounts involved:
 - a. Business Administrator
 - b. Department/Division Head
- 2.3 Approval of the Research Administration Manager or designee

Related Statutes, Policies, or Requirements

[National Institutes of Health \(NIH\) Grants Policy](#)

[Office of Management and Budget Uniform Guidance](#)

[Regulation 15.01.01, Sponsored Agreements – Research and Other](#)

Contact Office

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