

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

Approved March 9, 2010  
Revised April 7, 2010  
Revised June 10, 2010  
Revised October 26, 2011  
Revised February 5, 2020  
Next Scheduled Review: February 5, 2025

### **Standard Administrative Procedure Statement**

The Texas Engineering Experiment Station (TEES) requires non-payroll costs on sponsored accounts and/or projects to be reflected accurately and timely.

### **Reason for Standard Administrative Procedure**

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 Research Administration Manager.

#### **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,
- 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**

Fiscal Office  
(979) 458-7430