What Category Should I Use When Moving Research Related Charges FROM or TO Research Accounts?

Is the transaction from a sponsored-research account to a non-sponsored research account?

- **YES**: Use Category 14

  Is transaction within the same project?
  Examples of such transactions include but are not limited to:
  - Corrections to BEN CNAC, ORG, OBJC, PROG or CREF account code combinations within the same sponsored project fund account
  - Reassignment of expenses from a prime to subaccount fund for the same sponsored project
  - Reassignment of expenses from the current project to the subsequent year fund of the same project
  - Reassignment of suspense charges from the intended fund to the subsequent year fund of the same project

  - **YES**: Use Category 14

  Is the transaction <$1000 AND <90 days from the month end of the original transaction?

  - **NO**: Use Category 14

  Is the transaction associated with obvious Fund transposition errors (e.g. 564758 instead of 564578) AND transaction is within 90 days of the month end of the orig transaction date?

  Is the transaction related to Graduate Student medical coverage, resulting from reassignment of the graduate student from any account to a sponsored project, associated with an OPEN Effort Reporting period?

  - **YES**: Use Category 14

  Is the transaction related to PCARD allocations from default fund to Sponsored project fund AND transaction is within 90 days of the month end of the original transaction date?

  Is there a documented business reason that the original transaction was not charged to the grant AND transaction is within 90 days of the month end of the original transaction date? Examples of such transactions include but are not limited to:
  - Routine allocation of shared services or service center charges from the default account to the sponsored project account

  - **YES**: Use Category 14

  Is the transaction within 90 days from the month end of the original transaction date?

  - **NO**: Use Category 14

  Does the sponsoring agency require approval in advance for transactions made later than 90 days of month end of the original transaction date?

  - **NO**: Use Category 16

  - **YES**: Use Category 16 W/attachment

Updated 1/18/2018