



As a result of an NSF (National Science Foundation) desk review this year, we are implementing a new procedure for the request of journal entries (**cost transfers**) on all federal awards. All journal entry/cost transfer requests will need to be accompanied by a signed “**Cost Transfer Form**” that explains the need for the journal entry and is signed by the Principal Investigator.

All cost transfers for expenditures **over 90 days** will also need to be countersigned by the Associate Dean of Faculty. This additional paperwork is essential in managing our federal grants to the level expected by the government.

We encourage you to check your R2W reports on a monthly basis to ensure that your expenditures are appropriately charged and try to make any necessary corrections as soon as possible. Information about this will also be conveyed to Administrative Assistants during training sessions conducted by Financial Services personnel. Cost transfer requests **under 90 days** can be sent directly to Liz Antonellis for processing. Cost transfer requests 90 days and over should come directly to me, Julie Parks. I will facilitate getting the Associate Dean of Faculty’s signature.

Please see the Cost Transfer Process and Form for complete information. If you have any questions about this new procedure please feel free to reach out to me either via email at jparks@mtholyoke.edu or via telephone at 413-538-3043 or to Liz Antonellis via email at eantone1@mtholyoke.edu or via telephone at 413-538-2172.