

[Ras-fridays-list] Change in Practice for Under 90 Cost Transfers, new email: ras_cost_transfer@fas.harvard.edu

4 messages

Research Administration Services (RAS) Fridays Mailing List <ras-fridays-list@lists.fas.harvard.edu>

Wed, Sep 30, 2020 at 5:22 PM

Reply-To: ras-fridays-list@lists.fas.harvard.edu

To: "RAS-Fridays-list@lists.fas.harvard.edu" <RAS-Fridays-list@lists.fas.harvard.edu>

Good Afternoon FAS and SEAS Sponsored Community,

As a follow-up to the September "Formerly RAS Friday meeting", this is a reminder that effective 10/1/2020, RAS will now approve all FAS and SEAS **under 90** day Cost Transfers (CT) and remain the reviewer and approver for **over 90 day** CTs. OSP will only approve over 90-day CTs going forward. For more information please refer to the Cost Transfer [policy](#).

Please submit all CTs for the FAS and SEAS to the newly created inbox ras_cost_transfer@fas.harvard.edu as of 10/1. This inbox will be monitored during normal business hours (generally Monday-Friday from 8 AM – 4 PM). Please keep in mind we cannot guarantee that requests will be approved in less than two business days so please plan your requests accordingly to adhere to policy and university deadlines. For any urgent requests, please contact Jacqueline Mordi jmordi@fas.harvard.edu e.g. if submitting on day 90 for under 90 day CT or on day 45 for over 90 day CT. See below for a list of considerations as part of the review/approval process.

- All CTs coming to RAS should be reviewed/approved by the Lead Research Administrator in the department (Director or Assistant Director of Research Administration/Finance, or equivalent) using the [department reviewer checklist](#). For smaller departments or centers where this may not be possible, please reach out directly to RAS.
- During the review process RAS may contact you for clarification and to request additional documentation
- Once approved, CTs will be sent back to the requesting department for record retention (best practice is to save the CT in GMAS)
- Departments will have 5 business days to post approved CTs (Please note that over 90 days CTs must be also approved by OSP before posting)

For any questions regarding the Cost Transfer process at FAS and SEAS, please contact Jacqueline Mordi (jmordi@fas.harvard.edu).

To be added to the **RAS Mailing list** click here:

<https://lists.fas.harvard.edu/mailman/listinfo/ras-fridays-list>

RAS Monthly Meetings and Events:

<http://research.fas.harvard.edu/calendar>

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Must include:

- 1. Signed CT Preparer & Approver Checklist**
- 2. CT Request Form**
- 3. Draft Journal (or AP Adjustment)**
- 4. All Backup Documentation**

Due to the COVID-19 pandemic, your FAS RAS Team will be working remotely; e-mail is the preferred means of communication; we are also available to meet via Zoom or phone. In the case of an emergency, please call 617-495-3705 or email research@fas.harvard.edu, the FAS RAS email box is monitored during regular business hours. As circumstances are evolving quickly, please also refer to our [FAS RAS website](#) and the [OSP website](#) for information about submitting proposals and managing your awards.