




Office of Research & Commercialization

To: Faculty and Departmental Administrators
From: Tom O'Neal, Associate Vice President for Research 
Date: May 24, 2006
Subject: End of Semester Salary Cost Transfer Procedure

The Federal Government requires that salary cost transfers be made in a timely manner. This is an integral part of the general accounting and time and effort reporting requirements. To meet this requirement, end of semester salary cost transfers must be made within sixty (60) from the end of a semester.

This procedure will provide time for faculty and administrator's to complete cost transfers and certify their time and effort within the required ninety (90) day period.

For the 2006 Spring Semester salary cost transfers will be accepted until July 6, 2006, unless other arrangements are approved in advance by the Office of Research & Commercialization. Time & effort certification must be completed by August 7, 2006.

Please contact Doug Backman, Associate director (407-882-1168) if you have any questions or comments.