



YSM Procedures & Guidelines

General Guidelines for Transactions on Grants and Contracts

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NEVER

- Deposit revenue to a grant account.
- Make a fund balance transfer to a grant account (including TVP transfers).
- Charge unallowable costs to federal funds.

ALWAYS

- Checks received in a Department should be sent to YSM Treasury Services for deposit. Do not deposit through a RIF.
- Charge TVP directly to the grant ONLY when TVP is paid to employee at final departure – refer to the procedure/guideline at http://info.med.yale.edu/finops/management/TVP2_8.pdf
- Reclass any unallowable charges – refer to following link a generic list of unallowable expenditure types. Contact your grant reviewer for guidance. <http://www.yale.edu/ppdev/Guides/ga/UnallowExpTypes.pdf>

REMEMBER

- **Manage costs** to sponsored agreements **to avoid** the need for cost transfers. Necessary cost transfers require department authorizer approval and must be made no later than **90** days after original transaction – refer to the policy, procedure and guide at the following links.
<http://www.yale.edu/ppdev/policy/1305/1305.pdf>
<http://www.yale.edu/ppdev/Procedures/gc/1305PR.02CostTransferProcedures.pdf>
<http://www.yale.edu/ppdev/Guides/gc/1305GD.07ReasonablenessAllowability.pdf>
- ALL true grant and contract overdrafts **MUST** be cleared to zero at the award level.

FOR A COMPLETE LISTING OF GRANT & CONTRACT POLICIES, PROCEDURES, FORMS AND GUIDES see the following link

<http://apps.business.yale.edu/ppdev/transform.jsp?xml=xml/ppdev.xml&xsl=related.xsl&arg1=Grants%20and%20Contracts&arg2=&arg3=>

Please contact Financial Operations – Ken Hoyt, 785-4449 with any questions on these guidelines.