



- e. **Sponsored Project:** an activity funded by a non-University entity requiring the University, by written agreement, to conduct certain work under a set plan, a set schedule, and a set budget, typically for the purpose of supporting research, instruction or public service through tangible or intangible deliverables that are the ultimate result of the Project.
3. Policy
- a. The objective of grant management is to ensure that all costs be charged to the Federal

- h. Multiple transfers of the same cost are to be avoided.
- 4. Procedures
  - a. Journal Voucher (“JV”)
    - i. When a JV is completed to move expenses onto a federal grant fund, a *Cost Transfer Form* will need to be attached to the JV prior to it being processed by