

COLLEGE OF AGRICULTURAL SCIENCES

Justification for Salary Redistribution on Federal Funds

Changes in distribution for pay periods already paid that charged federally sponsored projects, including grants using federal flow through funds, should be made within 30 days. If changes are requested past 30 days, the University requires a memo of explanation be submitted with the “Request for Salary Redistribution” form by the Principal Investigator.

The memo should include the following:

1. Today’s date
2. Addressed “To Whom It May Concern”
3. From and approved by the Principal Investigator of the fund
4. The employee’s name for which the salary transfer is being requested
5. Months of salary being transferred
6. Total amount of the salary redistribution
7. Explanation as to why the requested distribution change was not made within 30 days of the paid month.
8. Explanation as to why initial funds were charged and how it relates to the destination fund.

Memos should be submitted to Denise Miller at dls3@psu.edu. Either an e-mail directly from the P.I. or an e-mail with an attachment memo of justification with the P.I.’s signature will be accepted. All memos will be submitted by the Office of Administrative Services to the Corporate Controllers’ Office for approval.

How to Confirm the Principal Investigator of a Fund

In IBIS, type ICAG at the “Next Function” line. Enter budget and fund numbers. Select #1 for University Default. Then press PF10 for header information. The name of the P.I. will be listed at “Proj Corr”.

How to Confirm a Fund requires a Memo of Justification

In IBIS, type IACT at the “Next Function” line. Enter budget and fund numbers. On the page 1 at “Fund Cat” if FEDR is listed, a memo of justification will be required. Also, if you PF8 to the next page, at the bottom of the screen if there is information entered at “Acct Fed Pass thru#” you will need a memo of justification.