

Transfer of Funds to the Applied Physics Laboratory

Transferring funds from the Whiting School of Engineering to the JHU Applied Physics Laboratory is rather simple and normally does not require a subcontract or approval of the funding agency. However, before initiating a funds transfer, it is important to be sure that the work to be done at APL falls within the scope of funded research project and that the APL period of performance falls within the grant or contract period. If it is necessary to expand the project scope or period, this should be done before initiating the funds transfer.

When there is a project in WSE that would benefit from APL doing a portion of the work, the PI should send a written request (email is acceptable) to Research Projects Administration (RPA) to allocate a specific amount of money to APL. This request should contain the name of the sponsor, title of the project, and the JHU account number. The request also should include the name(s) and department(s) of the co-investigator(s) at APL and a brief description of the work to be done by APL. Copies of this request should be sent to the WSE Business Office (Alan Friend) and the WSE Office of Research (Marc Donohue). When this request is received, RPA will create a record in ReSource under the master account. This enables RPA office to set up an allocation account in BASIS. After the allocation account is established, RPA will notify the PI's department and APL. APL then will establish an account in their system which will bill our allocation account and these charges then will roll up automatically to the master account.

As noted above, since WSE and APL are both part of JHU, there is no need to get funding agency approval if there is no change in scope or key personnel. However, when the APL portion is an add-on to the original proposal, the original award must be reviewed and, if necessary, approval obtained from the funding agency if there is a change in the scope of work or key personnel.

November 2006