

How to Mark Up an ASR for a Prior Year Cost Transfer

May 21, 2025

Appropriate Revised Certification for Annual Statement of Reasonableness

Georgia Institute of Technology
Annual Statement of Reasonableness for Salary Charges
For the Fiscal Year Ended June 30, 2024

Home Department: 240 - Industrial & Systems En.. Fiscal Year: 2024 Paygroup: 03G
Name: EMPLID: Title: Graduate Research Assistant

Year-End Personal Salary Distribution

DRIVER_REF ID	SPONSOR	DRIVER_NAME	Academic/ Fiscal Charged	% of Total Academic/ Fiscal Charged	Summer Charged	% of Total Summer Charged	Total Sponsored Charges	% of Total Total Salary	
GR00016048	MAYO CLINIC/ROCHESTER, ..	PRIME - NEW - A MULTIDISCIPLINARY TRANSLATION APPROACH TO IN..	\$12,753.04	37.53%	\$0.00		\$12,753.04	-37.53%	11,500.00 33.84%
GR00010470	MAYO CLINIC/ROCHESTER, ..	prime - IMAGED BASED MODELS OF TUMOR IMMUNE DYNAMICS IN GLIO..	\$21,231.74	62.47%	\$0.00		\$21,231.74	-62.47%	22,484.78 66.16%
Grand Total			\$33,984.78	100.00%	\$0.00		\$33,984.78	100.00%	
Column					A	B	C	D	

Revision initialed
and dated by the
employee

BH 7/15/24

Instructions

If any errors or omissions are found on the ASR, make the necessary corrections and have the employee or someone with firsthand knowledge initial and date all revisions. Additionally, a cost transfer form must be submitted for any changes.

Note: Other Compensation is not reflected on the ASR, so do not add that data.

Revised dollars
and percent

Revised Annual Statement of Reasonableness Signatory Requirements

Each ASR must be returned with **two separate signatures**:

- One from the employee or firsthand confirmer.

And

- One from the Unit Financial Manager (UFM).
- Separate signatures are required for the firsthand confirmer and UFM.
- Both signatures must be dated.

Note: Routing ASRs through DocuSign and applying an ASR template is the preferred method. For further guidance, refer to the document: *"Annual Statement of Reasonableness: How to Access and Apply DocuSign Templates."*

Note: A manual correction to the ASR is one step in the prior-year cost transfer request process. Below are helpful links to guide you through the completion of this request.

[https://www.grants.gatech.edu/Cost-Transfer-Guidance-Matrix
gc_prior_year_cost_transfer_form.xls](https://www.grants.gatech.edu/Cost-Transfer-Guidance-Matrix_gc_prior_year_cost_transfer_form.xls)

Helpful Tips for Prior Year Cost Transfers

Prior Year Salary Cost Transfers that will be accepted for review and processing:

- Sponsored Grant line to Sponsored Grant line in the same Award
- Sponsored Grant line to Designated or GTRC or GTF funds
- Errors caused by incorrect Award set-up (by OSP or G&C)
- GTF or GTRC to Sponsored Grant line for mods or initiations completed in June.

Submission Requirements:

- Requests must be complete with all required documentation or will be returned for correction.
- Requires G&C Cost Transfer Form-include Salary, fringe & tuition.
- Employee cost detail and signed revised ASR
- All requests must go through Service Now.

Important Guidelines:

- If the requests does not meet the above conditions, it will not be processed. If you identify a salary on an award that does not meet the above criteria it will be moved to a discretionary worktag. Once you inform us it is wrong it must be fixed – no “never mind”
- Be sure to put June pay on GTF or GTRC worktags so they can transfer in FY24 to sponsored worktags.
- Don’t leave the salaries on state funds!
- Remember cost transfers from prior year state funds to sponsored are not allowed