

**Q5. I was instructed to move expenses off an award, but the Non-Salary Cost Transfer (NSCT) gives me a “date out of bounds” error. How do I fix this?**

To request moving expenses off an award:

1. **Submit a ServiceNow ticket** via email to [SPAOutreach@utsouthwestern.edu](mailto:SPAOutreach@utsouthwestern.edu)
2. **Enter the subject line** as, *“To SPA Award Maintenance Team – NSCT Override”*
3. **Include the NSCT form # and explanation** of request for override.

To SPA Maintenance team - NSCT Override - Message (HTML)

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Clipboard Basic Text Names Include

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To SPA Outreach:

Cc

Bcc

Subject To SPA Maintenance team - NSCT Override

Hi SPA,

Please assist with overriding NSCT form# xxxxxx

Justification or request per |

Thanks,

Fifi Price  
SPA Outreach Senior Program Coordinator  
Sponsored Programs Administration

5323 Harry Hines Blvd., Dallas, TX 75390-9020  
214.648.0860  
Fifi.Price@utsouthwestern.edu

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