

RETRO REQUEST FORM

Background: The correct initial allocation of costs is critical to sound fiscal stewardship. Cost transfers to correct allocation errors are indications of a poor system of internal controls. When errors in initial allocation occur, they should be caught and corrected timely as part of the monthly reconciliation process. UVA considers cost transfers to be “timely” if they are completed within 90 days of the the date the cost is initially posted in the Integrated System and do not require central review and approval. Documentation supporting any change in allocation must be maintained by the initiating unit and must be provided to support compliance reviews, internal or external audits, or upon request by a Central office, e.g., Finance Outreach and Compliance (FOC), Sponsored Programs (OSP), or Internal Audit (IA).

Cost transfers initiated ≥ 90 days after the Transfer Date (Retros) are considered particularly egregious breaks in internal controls by UVA as well as Federal Government and other sponsors; for this reason, UVA requires prior review and approval for all Retros moving charges between sponsored PTAOs (awards starting with G or Z) or on to a sponsored PTAO from a non-sponsored PTAO via this Retro Request Form. Retro requests will only be approved in truly exceptional circumstances, e.g., when a sponsor changes the financial reporting requirements after an award has been set-up and expenses have been incurred. Retro requests to correct administrative oversights or errors will not be approved without "timely" documentation of the need for the transfer, e.g., the allocation error being flagged as an issue in Recon@ prior to certification or an email (dated < 90 days after the cost is initially posted) noting the allocation error and requesting correction.

Submission of a Retro Request Form is NOT REQUIRED in the following circumstances, even if they are ≥ 90 days past the date the cost is initially posted (the Transfer Date for Other Than Personnel Services (OTPS) charges or the Check Date for the payroll period for Labor Distribution (LD) adjustments):

- The transfer involves ONLY non-sponsored PTAOs;
- You are clearing a deficit on a sponsored PTAO to a non-sponsored PTAO;
- You are moving an unallowable or unallocable cost off a sponsored PTAO to a non-sponsored PTAO*;
- You are moving charges between projects (P) or tasks (T) on a single award (A); or
- You are correcting an expenditure type to reflect supporting documentation.

** Labor/Payroll charges incurred on sponsored PTAOs that are not supported by effort certifications are NOT allocable to the sponsored program and must be removed immediately via an LD adjustment; system notices are provided to the department Effort Reporting Coordinator to facilitate this process.*

Instructions: Complete the Retro Request Form, including required signature(s), and email it to osp-retro-request@virginia.edu. OSP will then review your request and get back to you with an approval, partial approval, or denial of the request. It is important that you provide OSP with as much detail about the Retro request as possible to minimize delays. In addition to providing full answers to all of the questions, you may attach additional supporting information to the submittal email along with the completed form.

Note: Retro Requests approved by OSP may still be disallowed by a sponsor. In such cases, the PI or Department is responsible for paying the incurred cost from a non-sponsored PTAO.

Part I: Transferring Expenses

From (PTAO to be credited) PTAO Owner / PI

T0 (PTAO to be debited) PTAO Owner / PI

Comments (optional):

Part II: Transfer Information: If you have more than eight line items, please create an Excel spreadsheet with the same headings and attach it to the submission email; enter "see attached" in the first cell below.

Expenditure Item Type <i>Do not use AMEX, P-card Type or ISP</i>	Amount	Expenditure Item Date (EID) <i>Date Expense was Incurred</i>	Transfer Date <i>Date Expense Posted</i>
TOTAL AMOUNT			

Part III: Answer the following six questions.

1. Describe the specific costs involved in this transfer. For labor costs, provide the name of the employee whose labor is being adjusted and the role he/she performs, i.e., how his/her activities directly support the project aims, on the project being debited.

2. Assuming that the costs listed in Part II are allowable according to the sponsor terms & conditions of the project being debited, describe the benefit the costs provided to the specific goals for which this project was awarded to the University.

3. Describe the circumstances that led to the misallocation of costs listed in Part II.

4. Were monthly reconciliations prepared for, distributed to, reviewed and approved by the responsible Principal Investigator(s) in a timely manner as required by University policy [FIN-023](#) and procedure [1-4A](#)?

If yes, explain why was the misallocation not identified and corrected during the reconciliation process.
If no, explain why the reconciliation process process was not completed timely.

5. Describe how the need for this transfer/adjustment was identified; by whom; as well as how and when it was communicated to the responsible fiscal administrator. Attach any supporting documents to the submittal email.

Examples: review & completion of monthly reconciliations; review and completion of an effort report; or other (provide details).

6. What specific procedures have been implemented in your department to prevent similar misallocations of cost from occurring in the future?

Part IV: Authorizing Signatures: This form accommodates electronic signatures or you may print the completed form to obtain signatures. The signed form must be submitted by email with any supporting documents to osp-retro-request@virginia.edu.

Note: Dates are not required if form is signed electronically as the signature is date/time stamped.

Preparing/Requesting
Administrator

Date

Principal Investigator
(Debited PTAO or Both)

Date

Principal Investigator
(Credited PTAO, if different)

Date

Department Chair

Date