

Retro Request Questionnaire

Please provide complete and detailed responses to all four questions below. Incomplete or inadequate responses will result in OSP Post Award returning your Adjustment or Journal.

Why were the expenses originally charged to the worktags from where they are now being transferred?

Describe how the expenses being transferred directly benefits the receiving award? (Merely stating "this is allowable and allocable" is not sufficient). Add detailed justifications (e.g. included in the authorized budget, etc.) or allocation methodology (e.g. FTE of lab personnel, square footage of lab, etc.)

Why is this cost transfer being requested more than 90 days after the initial posting date? Why wasn't the reallocation identified and rectified earlier (or during the monthly reconciliation)?

What specific internal controls have been implemented to ensure that costs are allocated correctly to the appropriate worktags, minimizing the need for adjustments? If adjustments are necessary, what measures are in place to ensure they are processed promptly?