

Office of Financial Compliance for Research

Request for SPAR or SWCT Reallocation Greater than 90 Days

Employee Name _____ Employee # _____

SPAR # _____ SPAR Period _____

In accordance with Federal guidelines and University policy, reallocations of salary charges to sponsored projects are allowable if the expenditure is incurred in the advancement of the work for that particular project and meets all other criteria for allowable costs. Corrections of errors to account distribution may be reallocated to a sponsored project within 90 days of the end of the period of performance in which the original expenditure occurred. Please indicate below the exception category that you feel is appropriate for this situation and provide a full explanation of the circumstances regarding this request:

- Removal from a sponsored project of an inappropriate or expressly unallowable charge regardless of lapsed time.
- Removal of charges disallowed by audit or sponsor.
- Reallocation affects only some combination of master and sub-accounts within the same award year and billing ID with all accounts involved open and active.
- Advanced Account Request was not approved. Evidence is required that the award is a contract and that effort was performed in period requested.
- Adjustments necessary on training awards to align payments to trainees with federally mandated salary rates. Reconciliation to official award termination notice required.
- Reallocation affects only some combination of non-sponsored accounts and does not cross fiscal years if entity 02 (operating).

Attach a detailed explanation of the situation including how the error occurred, a certification of the propriety of the charge to the sponsored project, and a plan to ensure that errors of this nature will not occur on this or future awards. Include any relevant documentation from Internal Audit or the Sponsor. Incomplete applications or

those without sufficient explanations, documentation or signatures will not be considered.

If the reallocation affects salaries previously certified, one recertification is allowed within the 90 days following the end of a SPAR period. If the reallocation request exceeds the certification window or affects salaries previously recertified, the reallocation will need to be approved by the Chief Financial Officer (CFO) or his designee before the reallocation/recertification can occur. Have these salaries been previously recertified?

Yes

No

Contact Person: _____

Email Address: _____

Phone: _____

I certify that the situation explained with this request is accurate and the resulting charges to this sponsored project are reasonable, allowable and incurred to complete the project specifications.

PI Printed Name

PI Signature

Date

Division Administrator Printed Name

Division Administrator Signature

Date

Chair Printed Name

Chair Signature

Date

Completed request forms and all supporting documentation should be emailed to sparhelp@cfo.pitt.edu with pdf or scanned attachments.