



## University of Nevada, Reno Retroactive Cost Share Justification Form (SP-7)

An expense that will be used to meet a cost share requirement should be identified as cost share when the expense is initially recorded in Workday. This form is required when entering an accounting adjustment to add or change a cost share worktag to an expense that posted more than 30 days prior to the accounting adjustment. Attach the completed form to Workday as support documentation when entering the accounting adjustment or journal entry.

This form is not required for accounting adjustments that add cost share worktags to expenses that posted within 30 days of the accounting adjustment.

### Contact Information

Date:

Completed by:

Phone:

### Worktag Information

Non-sponsored worktag or incorrect cost share worktag:

Cost share worktag:

### Cost Share Type

Payroll expense

Non-payroll expense

**Please explain the reason that this expense was not originally recorded as cost share or the reason an incorrect cost share worktag was used and the steps taken to eliminate the need for retroactive cost share adjustments in the future:**

### Approvals

Principal Investigator:

Chair/Director:

\*Dean/Vice President:

(Only required if cost share request will require a revision to a certified effort report.)