

Sponsored Research Accounts - Where To Go For Help

Activity/Question	Sponsored Research	Contracts & Grants	Purchasing	Controller	Personnel Services	Budget Office
Request position numbers						X
Establish position numbers					X	
Advertise new/vacant positions					X	
Process personnel contracts and action forms	X ¹			X ¹	X ¹	
Add/change authorized signature				X		
Order equipment			X ²			
Approval on purchase requisitions		X				
Sponsored Research Exemption	X					
Agreement for Services			X			
Establish subcontracts	X ³		X ³			
Check status of payment to vendors				X		
Authorization for foreign travel	X					
Clear encumbrances	X ⁴		X ⁵	X ⁴	X ⁴	
Obtain no-cost extension	X					
Revise project budget/Budget transfers	X ⁶	X				X
Prepare/submit invoices to sponsors		X				
Correct errors on SAMAS reports				X		
Change project scope or PI effort	X					
Set up cost share account		X ⁷				X ⁷
Document cost share		X				
Program Income		X				
Expenditure transfer - expense/oco	X ⁸	X		X		
Expenditure transfer - payroll	X ¹			X ¹	X ¹	
Financial reports to sponsors		X				

ALL DOCUMENTS MUST HAVE APPROPRIATE PI/DEPARTMENT/COLLEGE APPROVALS PRIOR TO SUBMISSION

1. Prepare initial or superceding employment contract, must be approved by Sponsored Research first, then Personnel Services and Payroll
2. See the Purchasing Department's website for types of equipment and staff assignments by commodity
3. Sponsored Research prepares and negotiates subcontract, Purchasing sets up blanket PO
4. For salary encumbrances, prepare and submit termination contract, must be approved by Sponsored Research
5. For other expense encumbrances, prepare a memo requesting to cancel PO, send to Linda in Purchasing
6. Sponsored Research obtains sponsor approval; Sponsored Research approves budget transfers, processed by Contracts & Grants before being sent to Budget Office
7. Cost share accounts in the Sponsored Research Funds are set up by Contracts & Grants; the Budget Office sets up E&G cost share accounts
8. Expenditure transfers older than 90 days must have Sponsored Research approval