

Sponsored Project Accounts – Where To Go For Help

Activity/Question	Research & Sponsored Programs	Financial & Accounting Services	Procurement Services	Accounts Payable	Human Resources
Establish a new position					X ¹
Advertise new or vacant positions					X
Add or change signatory authorizations		X			
Order equipment			X ²		
Approval on purchase requisitions		X	X ³		
Establish subcontracts	X				
Check status of payment to vendors				X	
Authorization for foreign travel	X ⁴				
Obtain no-cost extension	X ⁴				
Revise project budget	X ⁴	X			
Prepare and submit invoices to sponsors		X			
Correct errors on budget reports		X			
Change project scope or PI effort	X ⁴				
Document cost share		X			
Expenditure transfers		X ⁵			
Financial reports to sponsors		X			

NOTES:

1. Positions will be created in Work day
2. Consult the Procurement Services' website for departmental commodity assignments
3. Purchasing processes approved requisitions, all purchases over \$2500 must be made via a purchase requisition/order
4. Research and Sponsored Programs assists in obtaining prior approvals from sponsor if needed
5. Corrections are done in Work day