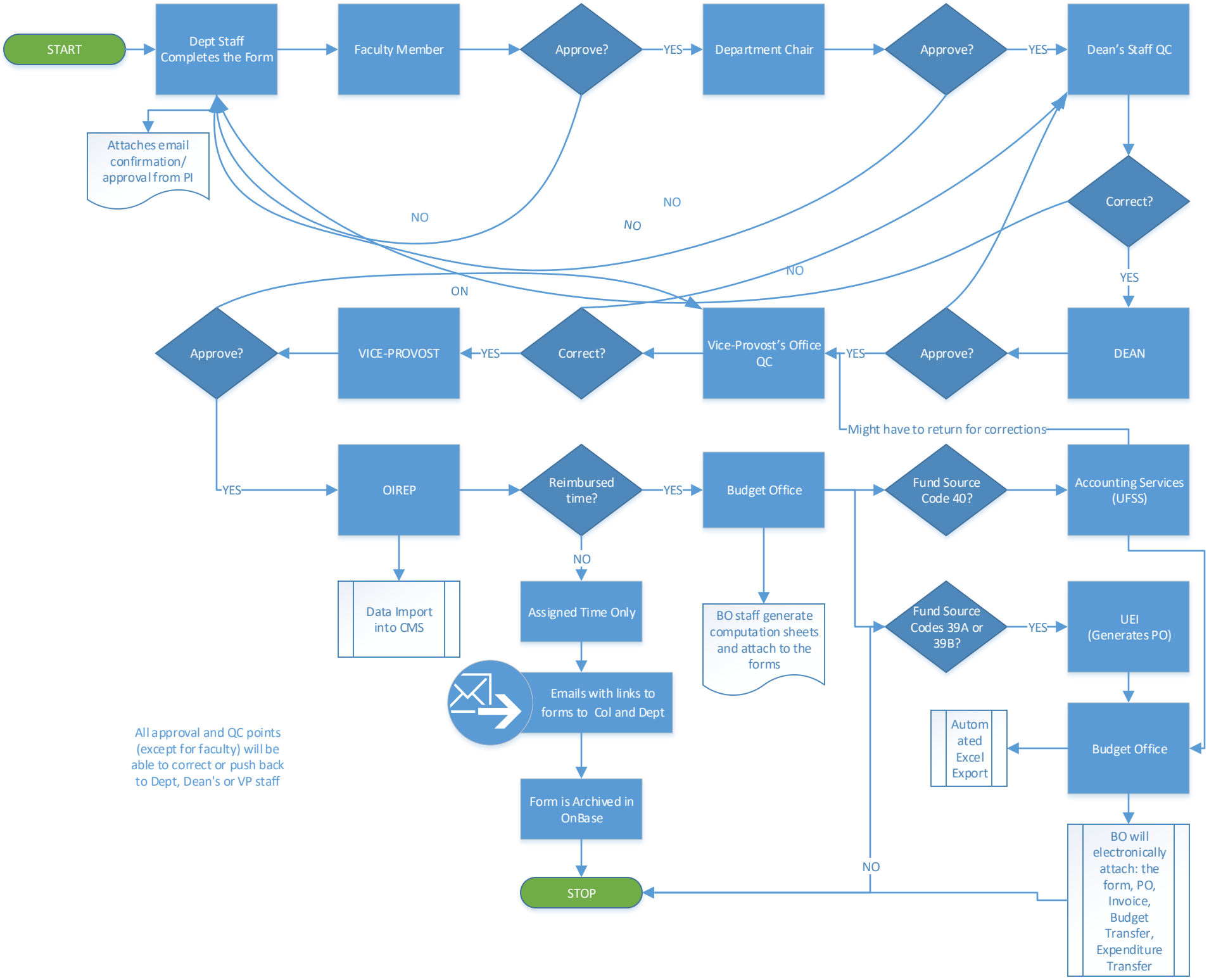
START
Dept Staff Completes the Form
Faculty Member
Approve?
YES
Department Chair
Approve?
YES
Dean's Staff QC
Attaches email confirmation/ approval from PI
NO
NO
NO
ON
Correct?
YES
Approve?
VICE-PROVOST
YES
Correct?
Vice-Provost's Office QC
YES
Approve?
DEAN
Might have to return for corrections
YES
OIREP
Reimbursed time?
YES
Budget Office
Fund Source Code 40?
Accounting Services (UFSS)
Data Import into CMS
NO
Assigned Time Only
BO staff generate computation sheets and attach to the forms
Fund Source Codes 39A or 39B?
YES
UEI (Generates PO)
Emails with links to forms to CoI and Dept
Automated Excel Export
Budget Office
All approval and QC points (except for faculty) will be able to correct or push back to Dept, Dean's or VP staff
Form is Archived in OnBase
BO will electronically attach: the form, PO, Invoice, Budget Transfer, Expenditure Transfer
NO
STOP