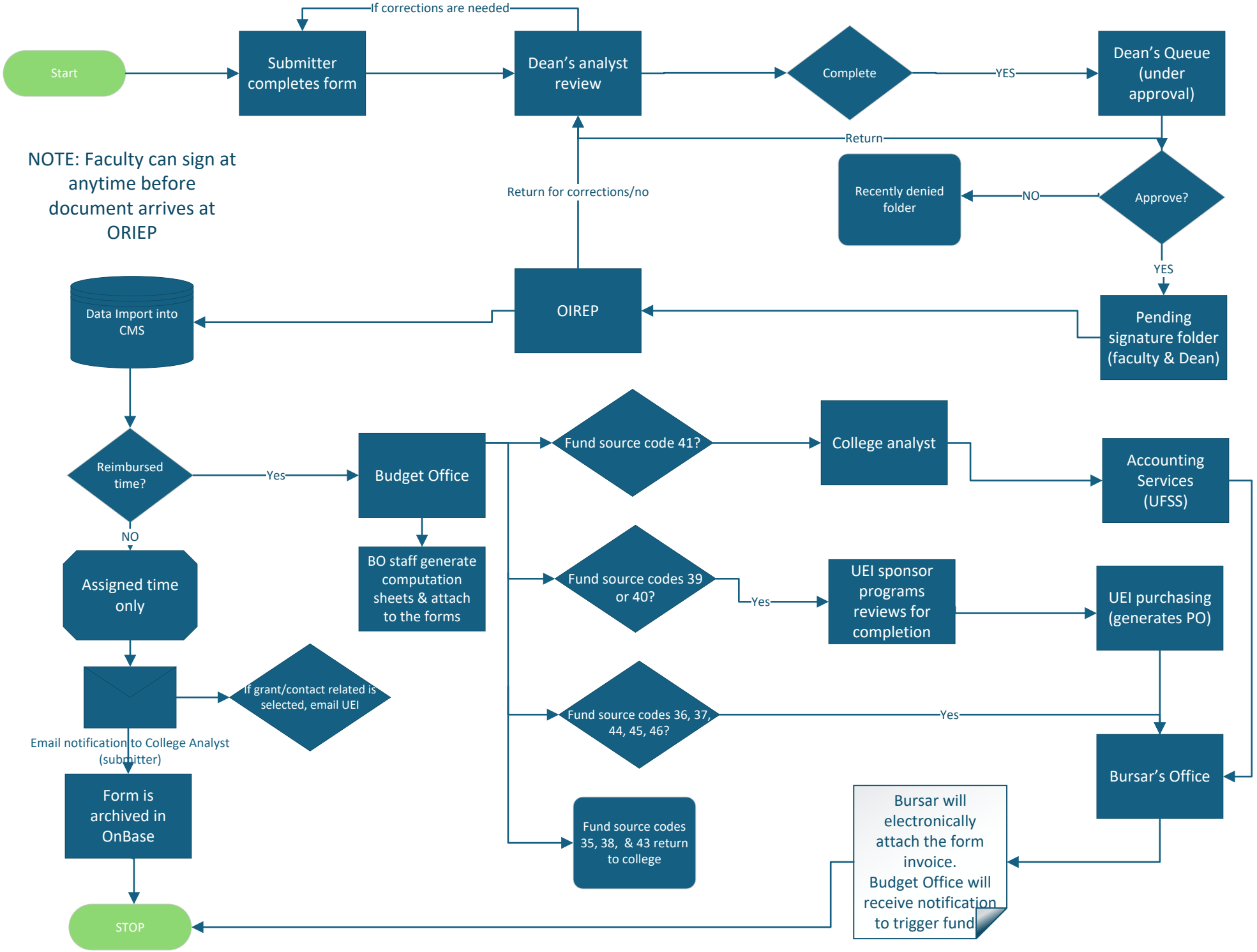
Start
Submitter completes form
If corrections are needed
Dean's analyst review
Complete
YES
Dean's Queue (under approval)
Return
Approve?
NO
Recently denied folder
Return for corrections/no
YES
NOTE: Faculty can sign at anytime before document arrives at ORIEP
Pending signature folder (faculty & Dean)
OIREP
Data Import into CMS
Reimbursed time?
Yes
Budget Office
BO staff generate computation sheets & attach to the forms
NO
Assigned time only
Email notification to College Analyst (submitter)
If grant/contact related is selected, email UEI
Form is archived in OnBase
STOP
Fund source code 41?
College analyst
Accounting Services (UFSS)
Fund source codes 39 or 40?
Yes
UEI sponsor programs reviews for completion
UEI purchasing (generates PO)
Fund source codes 36, 37, 44, 45, 46?
Yes
Bursar's Office
Fund source codes 35, 38, & 43 return to college
Bursar will electronically attach the form invoice.
Budget Office will receive notification to trigger fund