

# Office of Provost Research Initiative Matching Funds Request Process

## Commitment Requests

Request sent to Vice Provost via email/phone from Dean, Chair or P.I.	Vice Provost gives provisional approval or refers requestor to Matching Funds Form	P.I. submits form to Dean/Chair for approval	6-8 weeks before grant submission, Dean/Chair's office submits form via email with attached signed, scanned form to Vice Provost and OR Fiscal Specialist	Vice Provost forwards approval email with form to Fiscal Specialist	Fiscal Specialist prepares commitment letter with Vice Provost's electronic signature, creates file, scans and sends to P.I.(s), with faculty name(s), department, date, college/department reference #	Fiscal Specialist emails Department/College Administrator and others as described by college and Planning & Budgeting with attached Matching Funds Form and commitment letter signed Vice Provost
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## Tracking

Fiscal Specialist records commitment details in database to track, and files commitment letter and Matching Funds Request form electronically and in paper file	If grant awarded, school/college administrator prepares budget revision request (BRR) for Planning & Budgeting	Planning & Budgeting transfers money and sends budget revision number to Fiscal Specialist	Fiscal Specialist reconciles and creates quarterly reports for Vice Provost	At end of fiscal year, Fiscal Specialist contacts departments that have not made claims against approved Matching Funds for status of funding proposal
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## EGC1s

EGC1 submitted

Fiscal Specialist and Assistant Director of Operations receive and review for approval of matching funds

## Exceptions

Dean's office requests exception via email for Vice Provost approval

Vice Provost emails approval, cc to Fiscal Specialist

Fiscal Specialist issues modified commitment letter

## Extensions

Fiscal Specialist emails Dean/Chair's office notifying end date of commitment, identifying proposal by P.I., proposal title and department

Per policy, funds are normally to be spent within one year of when award is made. If Dean/Chair's office requests extension, Fiscal Specialist requests approval from Vice Provost. If no extension is requested, Fiscal Specialist closes commitment

Upon approval, Fiscal Specialist informs Dean/Chair's office and Planning & Budgeting, and updates database

Note: Any commitments made by Office of the Provost need review by the Vice Provost for Research.

Updated: 7/08/09