The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion

Step 3.2: Internal Approvals

Purpose: To conform to all University, federal and agency award regulations for project expenditures

Parties Involved: Principal Investigator, Administrative Staff, Research Administrators, C&G Accounting, C&G Specialist I, C&G Specialist III

*Steps in the Process:

- Appointments (Approved by C&G Specialist I)
    o Verify biographical data and job data information
    o Verify positions match the proposal/award inclusive of time frame and percent effort
    o Verify availability of funds
    o Any concerns or issues with the above will be discussed with the C & G Specialist or Research Administrator

- Budget Account Transfers (Approved by C&G Specialist)
    o C&G Specialist will review the NOA for allowability and agency restrictions on budget transfers.
    o C&G Specialist will review the budget to ensure there is sufficient funds available.
    o C&G Specialist I can escalate the request to Research Administrators if any the following scenarios occur:
        ▪ NOA is not clear on budget restrictions.
        ▪ If budget lines need to be created and require RA or prior agency approval.
        ▪ Transfer of funds is requested on participant support accounts (G6190, G6200, G6205, G6210 and G6220
        ▪ Transfer of funds will affect F&A (G6250)
        ▪ Transfer of funds is requested on equipment (G6180)
    - C&G Specialist I will reach out to Specialist III regarding budget transfers on subcontracts accounts (G6230 and G6240)
    - If the budget transfer is allowable under the agency guidelines and no prior agency approval is required ORSP will approve the appointment with a note and route forward.
    - C&G Accounting will review the budget transfers and create budget lines if necessary.
    - C&G Accounting will input the transfer of funds in PeopleSoft

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- Authorization for Personnel Services (APS) and Supplemental Authorization Request (SAR)
  - o Specialist reviews for completion (see APS instructions for what is a complete package) and logs the following information in the database (X:\ORSP Administration\APS Database) before forwarding APS to C&G Specialist
    - Name
    - Dates
    - Amount
    - Project ID (Account)
    - Detailed Justification
    - Research Administrator
    - Principal Investigator
  - o C&G Specialist reviews the following
    - Allowable under grant
    - Availability of funds
    - Completes Visual Compliance if individual is a foreign national **(APS form only)**
    - Verify the duties are well justified and outside of their normal scope of work. **(SAR form only)**
    - **Signatures**
    - Resumes, unless determined not necessary by AVPRC
  - o Any concerns or issues with the above will be discussed with the Research Administrator and/or AVPR for Compliance
  - o If approved, C&G Specialist will indicate which budget account should be used (G6100 or other) on the APS form, sign and return to Administrative Staff. If the necessary account does not exist, RA will make the determination and send approval to C&G Accountant.
  - o Administrative Staff logs approver's name, date, where APS is forwarded to and scans the first page of the APS document and Visual Compliance Report (if applicable) in the same database identified above (APS forms are forwarded to Provost)

  *Modifications that need to be made should be addressed with the creator/requestor prior to returning the document.

Summary Description: To conform to all University, federal and agency award regulations for project expenditures and ensure thorough review and documentation

Date: 03/17/2015

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