Budget Reallocation Process FAQs
RAAC-Process Subcommittee

1. How do I request a Sub Project/Grant (P/G) be opened with the new budget reallocation process?
   o Submit the Request for Sponsored Sub Project/Grant(s) form (http://www.finance.umich.edu/forms) to SponsoredPrograms@umich.edu; Parent P/G Single Administrative Point of Contact (SAPOC) approval is required (i.e. submitted by, signed by, e-mail approval from included…)
   o Sponsored Programs (SP) will open empty Sub P/G(s) (i.e. new P/G with no budget lines) and notify the requestor of the new Sub P/G(s)
   o Parent SAPOC will then be able to allocate funding from the Parent to the new Sub P/G(s)

2. Who should be a part of the approval flow?
   o The system requires approvals from the P/G SAPOC and Sponsored Programs Coordinator (SPC). They start and finish the process respectively
   o If your Unit, Department, School, or College requires PI approval, retrieval of approval will be done outside the system and may be uploaded via the document attachment feature for posterity
   o Suggested practice if unit requires PI approval: Create budget reallocation, save as a draft, screenshot and send to PI for approval via email; upload PI approval before submitting, pdf format only

3. What should our process be to insert additional approvers that may be required before SP approval?
   o Auto-approval takes place when the SAPOC of the P/G creates the budget reallocation request and will not be able to insert additional approvers if you are the only SAPOC that needs to approve the reallocation
   o SAPOC must contact SPC to have additional approvers inserted into the workflow
   o If there are multiple P/Gs involved, Sub P/G SAPOCs receiving allocations will be able to insert others into the workflow, only the Parent SAPOC auto-approves if they are the creator of the budget reallocation request (refer to process flow charts) (http://www.finance.umich.edu/forms)

4. What information should be included in the Header, Line Description, and Comments fields?
   o Field completion is not required by the system or Sponsored Programs, Unit policy should be followed
   o Each budget reallocation that is processed will have its own unique identifying Budget Journal ID and searched by P/G for the history, the Header description will show along with amount of reallocation, Journal ID, and creator Uniqname
   o Suggested Header Description: ShortCode, PAF ID, Budget Period, Reason reallocation is being processed, i.e. Allocating funding from PAC F0XXXXX-02 on XX/XX/XXXX (date PAC was posted to eRPM) If a Post-Award Change Form and approval is required, see #8.
   o Reminder: Character limit for Header Description is 245 and Line Description is 30.

5. What is the suggested standard for turnaround times from the time a request is routed to when it arrives to SP? What are the turnaround times for SP approval?
   o A suggested practice for Dept/Units to have their budget reallocation requests approved by all SAPOCs in approval flow, is 5 business days from the routing date. (refer to process flow charts for routing information) (http://www.finance.umich.edu/forms)

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SP’s standard practice is 5 business days from their receipt of request for budget modification; albeit the new budget reallocation requests will now post immediately upon completion of approval flow.

6. After a reallocation has been submitted, how can I pull it back if revisions are needed?
   o Someone other than the creator listed in the workflow will need to ‘deny’ the reallocation so that it is returned to the creator for changes to be made.
   o Suggested practice: Alert your SPC to deny the budget journal as each request is assigned a Journal ID equivalent to when processing a JE
   o Denying the request will start approval workflow over

7. What does the IDC Basis 19 & 50 mean?
   o IDC Basis 19: IDCs are calculated on Total Direct Cost (TDC)
   o IDC Basis 50: IDCs are calculated on Modified Total Direct Cost (MTDC)

8. If ORSP approval is needed to process a budget reallocation request, what documentation is needed?
   o Follow existing ORSP requirements and post the Post-Award Change Form (PACF) and associated backup to eRPM.
   o Upon approval of the PACF by ORSP, process the budget reallocation request and reference “PACF XX/XX/XXXX” and reason in the Header Description. The date being the date ORSP approved in eRPM or the associated Project Award Change (PAC) number and date.

9. How do I see where the budget reallocation is at in the approval workflow?
   o When in the budget reallocation request, click on Approval History and the complete approval workflow will display along with who has or has not approved to date

10. What information is required for a fabrication sub?
    o When submitting a new Sub P/G request (http://www.finance.umich.edu/forms) for a fabrication include the following information in the Comments box:
      i. Include statement “Fabrication request”
      ii. Name of equipment to be built
      iii. Where equipment will be located
      iv. Name, Uniqname and phone number of individual responsible for fabrication