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)

- o 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