

ROLES & RESPONSIBILITIES

for Contract Additions and Changes eForms

1. Requestor (Dept Admin)

Enter accurate information and submit the eForm on time.

CRITICAL FIELDS:

Contract Amount, Effective Date, End Date, FTE, Funding Source, Position ID

2. Department Manager

Validate and approve all eForm content.

CRITICAL FIELDS:

Contract Amount, Effective Date, End Date, FTE, Funding Source, Position ID

3. Budget Authority

Validate and approve cost-center funded positions.

CRITICAL FIELDS:

Cost Center Funding, Distribution, Effective Date, Start & End Date, FTE, Funding Gaps

4. PI/PM

Validate and approve funding sources and timeframe.

CRITICAL FIELDS:

Distribution, Effective Date, Funding Sources, Start & End Date

5. Grants Research Officer

Validate and approve grant funded positions.

CRITICAL FIELDS:

Distribution, Effective Date, Grant Funding, Start & End Date

6. Dean's Office

Validate and approve academic department positions.

CRITICAL FIELDS:

Contract Amount, Effective Date, End Date, FTE, Funding Source, Position ID

7. Graduate Office

Validate and approve GRA/GTA positions.

CRITICAL FIELDS:

Contract Amount, Effective Date, End Date, FTE, Funding Source, Position ID, Title

8. Budget Office

Validate and approve budgetary fields.

CRITICAL FIELDS:

Distribution, Effective Date, Start & End Date, FTE, Funding Gaps, Funding Sources

9. VPAFS

Validate and approve faculty positions.

CRITICAL FIELDS:

Contract Amount, Effective Date, End Date, FTE, Funding Source, Position ID

10. Employee Services

Validate and approve GRA/GTA positions.

CRITICAL FIELDS:

Contract Amount, Effective Date, End Date, FTE, Funding Source, Position ID