

# ROLES & RESPONSIBILITIES

## for Position Funding Change eForms

### 1. Requestor (Dept Admin)

Enter accurate information and submit the eForm on time.

**CRITICAL FIELDS:**

Distribution, Funding Source, Funding Start Date, Position No.

### 2. Department Manager

Validate and approve all eForm content.

**CRITICAL FIELDS:**

Distribution, Funding Source, Funding Start Date, Position No.

### 3. Budget Authority

Validate and approve cost-center funded positions.

**CRITICAL FIELDS:**

Cost Center Funding Source, Distribution, Funding Start Date, Position No.

### 4. PI/PM

Validate and approve funding sources and timeframe.

**CRITICAL FIELDS:**

Distribution, Funding Source, Funding Start Date, Position No.

### 5. Grants Research Officer

Validate and approve grant funded positions.

**CRITICAL FIELDS:**

Distribution, Funding Start Date, Grant Funding Source, Position No.

### 6. Dean's Office

Validate and approve permanent funding changes for academic department positions.

**CRITICAL FIELDS:**

Distribution, Funding Source, Funding Start Date, Position No.

### 7. VP Office

Validate and approve permanent funding changes for non-academic department positions.

**CRITICAL FIELDS:**

Distribution, Funding Source, Funding Start Date, Position No.

### 8. Provost Office

Validate and approve permanent funding changes for faculty positions.

**CRITICAL FIELDS:**

Distribution, Funding Source, Funding Start Date, Position No.

### 9. Budget Office

Validate and approve all budgetary fields.

**CRITICAL FIELDS:**

Distribution, Funding Source, Funding Start Date, Position No.