

	GCA716
	Grant Internal Processes and Approvals
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Senior Research Administrator: The Senior Research Administrator manages day to day financial activities and processing similar to the research administrator, with additional skilled review.

Research Administrator: Work with PI to review active grant budgets and assist in completing Effort, cost transfers, salary reallocations, and other grant finance related transactions.

PI (Principal Investigator): Faculty member and primary responsible researcher for a grant.

Banner: The financial system chart of accounts used by the university.

Journal Entry: The mechanism to transfer budget or expenses within the university's financial system, Banner.

Draw Downs: The process of access to federal financial portals and drawing down cash on grants that have expenses already incurred.

Salary Reallocations: The function to move salary expenses between specific university funds.

Pay Authorization Form: The form used to engage an employee in payment of particular university funds.

Expenses/Travel Reimbursement: The form used to identify and clarify the need to reimburse university employees for out of pocket expenses related to travel or university business.

Invoices: The mechanism by which the university bills outside agencies for expenses incurred on contracts or grants.

Cost Transfers:

A cost transfer is an expense that is transferred from one account to another after the expense was initially recorded in the financial accounting system.

Allowability: Legitimate and permissible allowance of grant activity and related costs.

