

Research Process

Office of the Chief Research Operations Officer

Process to Obtain EVPR-Awarded Funds

Faculty members are sometimes awarded internal EVPR funding either as [cost share or institutional support](#) for a proposed project. The funds can be awarded in response to a sponsor's requirement for mandatory cost share, or through a number of programs and funding vehicles including, but not limited to, [seed grants](#), [conference support](#), one-off appeals for support, and [new investigator support](#).

The following process details the procedure for obtaining EVPR funding once funding has been approved. The unit financial manager should proceed with the following steps:

1. Establish the EVPR Commitment in GT-TRACS (Formal Approval of Funding)

Upon verbal agreement/email agreement or notification of an EVPR award, the faculty member should work with their unit's financial manager to formalize the funding commitment in GT-TRACS.

- a. Create a GT-TRACS package
 - If the package is for mandatory or (rarely) voluntary **cost share** that must be tracked, use the Cost Share Package Type.
 - If the package is for **institutional support**, use the "Other" Package Type, and the Institutional Support Sub Package Type.
 - See [Cost Share and Institutional Support](#) for further details.
- b. Enter the financial commitments
 - Enter the commitments for all relevant units: schools, colleges, IRIs, EVPR, etc. into GT-TRACS.
 - All commitments to a single project should have only one GT-TRACS record, even if multiple units are involved in providing support to the project.
- c. Document requests for GTRC funds
 - If during initial discussions, the EVPR has approved the use of GTRC funds for food, entertainment, or other costs that cannot be covered by state funds, document the amount and purpose of these funds on the Package Info tab, under Comments.
- d. Attach the following documentation:
 - RFP
 - Budget
 - Cost Share Form or Institutional Support Form, as appropriate
 - Notice of Award, if applicable
 - Correspondence related to the award that may have taken place prior to the GT-TRACS entry
- e. Submit in GT-TRACS for approval by all contributing units
 - **Note:** Fringe, F&A costs, and tuition must be paid at an Institutional level. Therefore, they should be included on the Cost Share or Institutional Support form but deducted from the totals

ultimately entered on the “Commitments” tab in GT-TRACS as they are not hard-cash commitments for any unit. The “tracs data” tab on the cost share form includes this calculation and should match the GT-TRACS entry.

- Once all units have approved their commitments in GT-TRACS, the faculty member should work with their financial manager to request funding allocations, as necessary.

2. Request Funding Allocation (Request Fund Transfer to Unit Budget)

Units differ in how their financial managers handle funding allocation requests. Once funds are allocated from the EVPR budget to the unit, they cannot be returned. The unit becomes responsible for managing the funds, even if there is a remaining balance at the end of the fiscal year. Please only request the amount that is needed and will be expended in the fiscal year in which the allocation is requested. Allocation requests can be submitted as often as needed. It is much easier to carry forward an EVPR commitment to a unit for the next fiscal year than it is for a unit to carry forward unspent funding.

- a. Change the status to ‘Awarded’
 - Prior to making the initial funding allocation request, the unit financial manager must return to the GT-TRACS package, confirm full approval, and change the Status of the package to ‘Awarded’ on the package info tab.
- b. Enter the allocation request
 - The financial manager then enters the allocation request against each contributing unit, under the appropriate budget categories, using the Add/Request Allocation button.
 - If during initial discussions, the EVPR has approved the use of GTRC funds for food, entertainment, or other costs that cannot be covered by state funds, document the amount and purpose of these funds on the Package Info tab, under Comments.
- c. Approve unit allocations
 - The financial manager, for each unit under which an allocation has been requested, must approve their respective unit allocations.
- d. Upon EVPR financial team allocation approval, the funds will be transferred as follows:
 - **State funds** will be transferred via the next monthly budget amendment. (The unit financial administrator is responsible for requesting the worktag for all state funds.)
 - **GTRC funding** will be transferred via an EVPR-requested worktag in Workday.
 - Note: The last day of the previous month is the last day to request transfers for the upcoming budget amendment (BA). For example: July 31st is the deadline for the August BA. The August BA does not post until month-end close (shows up in September). There is always at least a month between the day funds are requested and the day they show on the Workday ledger.

3. Accept the Transfer of Funds (Gain Access to Expend Funds)

- a. Once the awarded funds have been allocated, the unit financial manager must accept the funds as follows:
 - **State fund** transfers must be approved in oneBudget.
 - **GTRC fund** transfers will automatically be available under the EVPR-created worktag in Workday.
 - Note: The unit financial manager should be tracking fund expenditures using the Expense Budgetary Balance Report (EBBR) in accordance with unit policies and procedures.