

Submit paperwork electronically to rsch-internal-awards-program@usf.edu at Once all paperwork is received and processed, an email notification will be sent to the PI that the account is open for spending.

Please be aware that other post-award activities (e.g., purchasing, payroll, travel, access to the FAST financial system) are managed by other departments within the university and you will need to work with these units directly.

1. _____ have a _____ (Chartfield 00 "account"). _____ establish a new account by completing a ["Request to Establish a Chartfield"](#) form (see instructions below). Send the form to rnally@usf.edu. This is the "account" from which the funds can be spent for items identified in the approved proposal budget. These funds may not be co-mingled with other funds (e.g., your department RIA or another department or PI's RIA) and may not be used for other projects or purposes.
2. _____ submit the [Internal Form](#); see instructions below for help to complete.
3. _____ submit a signed [Grant Budget Release](#) form; located on the [Sponsored Research Forms](#) page. See instructions below for help to complete. This will be checked against the approved proposal budget.
4. If the study involves human subjects, animals or biohazards, the PI must submit, as part of their required paperwork, copies of _____ Funds will not be released until these documents have been received.
5. After the RIA has been confirmed (or set up) and the PI has the chartfield string ("account" #), _____ submit to FAST Security a [FAST Workflow Request Form](#) to establish who has spending authority and signature authorization for these funds. The completed form must be sent to [BUSFIN FAST Security](#).
6. If you want to be able to view your account activities in the _____ you must have official access to the FAST system. If you do not yet have access to FAST you must fill out and submit the [FAST Workflow Request Form](#) (see instructions on the [Controller's website](#)).
7. If travel has been approved in the budget for this project, the PI must follow guidelines established by the [Travel Department to submit the travel request](#). The RIA chartfield for the PEG is to be used as the chartfield for the travel.

1. Establish Research Initiative Account (RIA)	Skip if you already have an _____ Research Initiative Account (RIA)	
2. Internal Form	Required form; complete online (Sponsored Research website)	
3. Grant Budget Release	Required form; complete and submit to rsch-internal-awards-program@usf.edu	
4. Compliance Approvals (see page 7)	If required for project	
5. FAST Workflow	Required form; submit to FAST Security	
6. Access to FAST	If you want to see budget in FAST and do not have access already	
7. Expenses through Travel Dept.	<u>I</u> f travel approved for the project	

1.

Grant Budget Release

1. Expenses must conform to the items identified in the approved proposal budget/if budget was reduced adjust accordingly.
2. Use the following chartfield string to fill out the form:
 - = USF01
 - = TPA (Tampa except HSC), HSC (Health Sciences Center), STP (St. Petersburg), SAR (Sarasota/Manatee)
 - = 18326 (The Fund Code is the number in the Chartfield String that distinguishes this initiative from your other research initiatives)
 - = your 6-digit department code number.
 - = leave blank
 - = OO+PI's 5-digit GEMS ID number (e.g., 0012345)

(1) _____

ANY re-budgeting must be requested and approved. Any unallowable expenditure/s on the award will be subject to removal off the grant to an unrestricted account. The form to submit the request is on the Internal Awards Program website at <http://www.usf.edu/research->
