

Congratulations! You have received external funding for your research project.

Here is what happens in the Business Office in order for you to access the funds. You will receive an email from the Vice President for Finance and Business that will look very much like this:

We have assigned project number XXXX to your grant. When you submit any requests for purchases or payments, please use the account number XX-XXXX-XXXX-XXXX on any requisition forms or invoices. Beyond that, we will assign any further expense account information in the business office.

We are set up to allow you to view transaction activity in web advisor. We have posted the first year grant budget to a new "Research Projects" cost center. You can view the budgets and any actual activity by logging into web advisor using your normal network login and password.

Once logged into web advisor, select "employee" and then click on "budget selection".

Once you are in the budget selection screen you should be able to just enter the project number XXXX in the first field of the "Prjts" line, scroll down and make sure that the fiscal year [2009] is selected, and then click on "Submit"

This should take you to a screen that lists each budget line. Note that the total of the budget column reflects that College's first year matching amount.

If you click on a dollar amount within this screen it will then show you the transactions that sum to that dollar amount. Access to some of the transaction detail under salary and wage accounts will be limited.

Please try logging in and let me know if you have any problems.

The grant year will not match our budget year, so any budget left over at [June 30, 2009] will be rolled over to the next fiscal year and then we will add the second year of your grant budget to the remainder of the first year.