

New Fund Setup Procedure

Once a New Sponsored Project has been negotiated and signed off by the appropriate designee. An email will be sent from Sponsored Projects Office to Research Accounting Services (ras@ucmerced.edu), including the associated Department Research Administrator announcing the new award and providing the Cayuse Record number.

Once received Research Accounting Services will review for completeness and the appropriate person will fill out the Fund Setup form. Corresponding with the assigned Department Research Administrator for confirmation on the types of accounts needed.

When this information has been confirmed and all source codes, sponsor codes, faculty codes have been generated if need be, the New Fund Setup Form with supporting Award documentation will be sent via email to Accounting@ucmerced.edu requesting activation in the system.

*With the exception of code establishment from UCLA this step should take no less than 1 business day from receipt of program announcement.

*General Accounting will establish the new fund and link the account/cc as requested within 2 business days of receipt of the request.

*During this time the Department Research Administrator should be providing the appropriation request in preparation of the FAU to be establish to allow for the entry of the budget timely.

When the New fund and account/cc link has been made and confirmation has been provided by General Accounting back to RAS, the appropriate staff person will review the information in OASIS for accuracy. Checking the program dates, Faculty link, sponsor code link, invoicing type, and IDC rate set for calculation.

The appropriation TOF will be processed. An overnight upload happens and the next morning the FAU is sent with corresponding Cayuse Record Number or any other supporting documentation that may be needed to the Faculty, SPO, and Department Research Administrator announcing the availability of the FAU for project spending.