If your grant is funded, you will need an accounting unit (AU) to pay study-related expenses.

Upon receiving a notice of award from the sponsor, please follow these steps to request an AU:

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
<th>Where to Find It</th>
<th>Contacts</th>
</tr>
</thead>
</table>
| 1.   | Collect the following items and bring/send them to the Office of Research Services (ORS):  
- LU Number of the Routing Form  
- Notice of Award  
- Budget  
- Payment | Information Portal > Research Channel | Sue Pugl (ORS) x68537  
Project Sponsor | Project Sponsor |
| 2.   | ORS will ensure that your paperwork has the requisite approvals (IRB, IACUC, MCA, etc.), mark the award as received, and forward the setup package to HSC Finance. | [阙] | Lupe Pastenes (HSC Finance) x66816 |
| 3.   | HSC Finance will open the postaward budgeting mechanism within your routing form and alert you. | Information Portal > Research Channel > Routing Form > Edit Budget for Year 1 | Department/Grant Administrator  
Sue Pugl (ORS) x68537  
Lupe Pastenes (HSC Finance) x66816 |
| 4.   | You must go into the Routing Form and enter the postaward budget data. | [阙] | Your SPA Representative |
| 5.   | HSC Finance will approve the postaward budget you have entered and forward your setup package to SPA with a request for a new AU. | [阙] | Your SPA Representative |
| 6.   | SPA will establish a new AU and send an email to the PI and the Department (or Grant) Administrator alerting them of the new AU. | [阙] | Department/Grant Administrator  
Your SPA Representative |
| 7.   | There will be an attachment to the new AU email that needs to be completed and sent back to SPA: the Signature Form. On this form, indicate who should have signature authority to approve expenditures.  
Generally, PIs will list themselves, their Department and/or Grant Administrators, and possibly someone on their research support staff. | Information Portal > Fiscal Affairs > Payroll Actions > PAF (faculty) or EIF (staff) | Department/Grant Administrator |
| 8.   | Process any necessary payroll forms and begin using your new AU. | [阙] | [阙] |

Questions? Comments? Corrections? Please contact Sue Meyer Pugl of the Office of Research Services at x6-8537