HSC SPONSORED PROJECTS / RTSF GUIDE

Request to Spend Funds

A CLICK RTSF GUIDE

Finding Your Record

- The first step in starting a Request to Spend Funds is to make sure you have an open record in Click. **This record must match the dates that you are requesting to spend funds in.**
- Unless you are processing a No-Cost Extension RTSF, you will need a record in one of the following states:
  - ✖ Draft
  - ✖ Department Review
  - ✖ SPO Review
  - ✖ Final SPO Review
  - ✖ Pending Sponsor Review
  - ✖ Prepare for Award
  - ✖ Award QC
- **If you are processing a No-Cost Extension RTSF, you will need to find your current Awarded record**

Need help finding the right record? Contact Pre-Award!

Initiating A RTSF

- After you find your open record (or create a new record!) you will click on the "RTSF" Activity:

Request To Spend Funds

A pop-up screen will appear where you will enter the project

○ **Funds Start Date:** The anticipated date the funds will start

○ **Funds End Date:** The anticipated end date that you will require the stated funds

○ **Type of Award:** Indicates whether the project is a grant or type of contract

○ **Amount Requested:** The estimated amount you will require during the period stated

○ **PI Justification:** The reason for the RTSF Request – if a MSU or NCE, will indicate that here

○ **Department Chair (or Designated First Level Approver):** Enter the first level approver here. Some Departments have delegated the Chair authority to the Department Administrator – this decision will be up to your Chair. Please keep in mind, the person indicated here will need to log in and approve the RTSF after the PI Approves.

○ **DEAN (or Designated Second Level Approver):** You will enter your Dean in this section. If the Chair Approves but doesn't have the funding, the decision will move to the next level of approval, which is the Dean. In most cases, the approval does not reach this point.

RTSF

Please enter all information below in order to begin the RTSF process

* **Funds Start Date:**
02/1/2016

* **Funds End Date:**
03/31/2016

* **Type of Award:**
Grant to UNM

* **Amount Requested:**
$60,000

* **PI Justification:**
MSU - Salary Allocation Purpose

* **Department Chair** (Or Designated First-Level Approver):
King Arthur   Select...   Clear

* **Dean** (Or Designated Second-Level Approver):
Queen Elizabeth   Select...   Clear

OK   Cancel

Note: Chair or Dean can delegate someone else to be listed for approvers BUT those approvers need to be given special roles by SPO so that they show up in the list. Please have your Chair or Dean request this proxy to HSC-Preaward@salud.unm.edu

In rare cases, your Chair & Dean may be the same person.

HEALTH SCIENCES

Request To PI

- Once you have completed the information, click "Ok"
- The PI will receive this notification to log in and approve the request

Dear Dr. Bradfute,

Marisa Sanchez has initiated a Request to Spend Funds on your behalf. Please log in to here (Danielle Test Avocado) to review the Request to Spend Funds information.

1. Select the RTSF – PI Approval Activity on the left hand menu.
2. Review the information carefully. If you approve, select "Yes" and click "OK" If you do not agree with the information provided, please select "No" to the certification question and the Request to Spend Funds request will return to the person who initiated it for changes.
3. After you certify the RTSF information is accurate, your Department Chair/Center Director will receive a notification to review/approve your request.
4. Once all approvals have been obtained, your Contract & Grant Accounting Fiscal Monitor will set-up your account in Banner and email your Index.

If you have any questions regarding the RTSF information, please contact your Department Assistant.

If you have any questions regarding the RTSF Electronic Process, please contact your assigned Sponsored Projects Officer (Kayla Hammond).

Thank you

PI Approval

- After logging in, the PI will click on the "RTSF – PI Approval" Activity

Note: If the PI has not logged into Click to approve the RTSF, but has given you documented approval, then send the documentation to your SPO Specialist. Your SPO Specialist can then approve on behalf of your PI.

PI Approval

- A pop-up screen will appear for reviewing the project information.

- If all the information looks accurate, select "Yes" and "Ok" to Approve. Once you select OK, a notification will be sent to the Department Chair/Delegated Approver to log in and review/approve the project.

- If any information looks inaccurate, select "No" and "Ok" and the request will be routed back to the study staff for re-work

RTSF - PI Approval

Please Verify That All of the Information Below is Correct, and Check the Appropriate Radio Button to Indicate Approval

Proposal Information

PI Name:Sean Gonzales

Proposal Number:FP00002607

Department:University of New Mexico Health Sciences Center

PI's Org Code:851x

Funding Agency:NIH / National Eye Institute (NEI)

Project Title:jjj

Current Banner Fund Number (If Applicable):

Anticipated Award Information

Anticipated Project Start Date:4/21/2017

Anticipated Project End Date:4/20/2018

RTSF Information

Funds Start Date:4/28/2017

Funds End Date:5/27/2018

Funds Amount:$1,000,000.00

PI Justification:
I like $$$

If I Am NOT The PI Listed Above, I Certify That *I Have The PI's Authorization To Approve This RTSF:*

* I Certify That All Information Contained Above is True and Correct: Yes   No   Clear

Cancel This RTSF (For Erroneously Entered Requests):

OK   Cancel

Note: The History will show that there was PI approval whether or not the PI Approved. If the PI does not click yes here, then the RTSF WILL NOT move forward. Be sure to click "yes" if you want your RTSF approved. To see if the PI did or did not approve click on the PI Approval in the History it will show details.

Request to the Chair

- After you click "OK" the following notification will be sent to the Department Chair/Delegated Approver:

Dear Department Chair,

Steven Bradfute has approved a Request to Spend Funds. Please log in to here (Danielle Test Avocado) to review/approve the Request to Spend Funds.

1. Select the RTSF – Department Chair Review Activity on the left hand menu.
2. Review the information carefully. You will have three options to choose from:
   1. In the event that the award above is not received, or does not coincide with the period of performance identified above, I will provide funding for any losses incurred as a consequence of the approval of this request. **(This selection will send the request to the HSC Sponsored Projects / PreAward Office)**
   2. I am unable to provide funding for losses incurred as a consequence of the approval of this request. However, I endorse the request and recommend its approval by the Dean. **(this selection will send the request to the Dean for approval)**
   3. Request to Spend Funds is Disapproved. **(This request will withdraw the RTSF)**
3. After making your selection, the RTSF will be routed accordingly.

If you have any questions regarding the RTSF information, please contact the Principal Investigator (Steven Bradfute).

If you have any questions regarding the RTSF Electronic Process, please contact your assigned Sponsored Projects Officer (Kayla Hammond).

Thank you

Chair Approval

- **The Department Chair/Delegated Approver has 3 options:**
  - To guarantee expenditure funding if the project is not received (the RTSF will be routed to Pre-Award for approval)
  - Approve the request, but ask the Dean to fund expenditures if project funding is not received (the RTSF will be routed for Dean approval)
  - Disapprove the request (the project will be withdrawn from the system and the RTSF will have to be re-initiated)

RTSF - Department Chair Review

Please Review Request to Spend Funds Below and Indicate Your Decision

Principal Investigator	Steven Bradfute
Proposal Number	FP00000014
Department	Internal Medicine IM
PI's Org Code	851H
Funding Agency	NIH / National Cancer Institute (NCI)
Project Title	Danielle Test Avocado
Type of Award	Grant to UNM
Award Cycle	Funding Submission
Fund/Index Number	36521
Anticipated Award Start Date	7/1/2015
Anticipated Award End Date	6/30/2017

Anticipated Funds:

	Period Number	Start Date	Requested Amount
View	2	7/1/2016	$150,000.00
View	1	7/1/2015	$75,000.00

Requested Funds Start Date	2/1/2016
Requested Funds End Date	3/31/2016
Requested Funds Amount	$60,000.00
Admin Contact Name	Marisa Sanchez
Admin Contact Email	marsanchez@salud.unm.edu
PI Justification	MSU - Salary Allocation Purpose

* Department Chair Decision:

- ● View In the event that the award above is not received, or does not coincide with the period of performance identified above, I will provide funding for any losses incurred as a consequence of the approval of this request
- ○ View I am unable to provide funding for losses incurred as a consequence of the approval of this request. However, I endorse the request and recommend its approval by the Dean.
- ○ View Request to Spend Funds is Disapproved

Clear

Request to the Dean

- If the Department Chair/Delegated Approved chooses to route for Dean approval, the Dean will receive the following notification:

Dear Dean,

Department Chair has sent a Request to Spend Funds for your review/approval. Please log in to here (link to proposal) to view the Request to Spend Funds.

1. Select the RTSF – Dean Review Activity on the left hand menu.

2. Review the information carefully. You will have two options to choose from:

Option 1: The Department Chair has endorsed this request but is unable to provide funding for losses incurred as a consequence of the approval of this request. I concur with the Department Chair's recommendation and will provide such funding if required. (This selection will send the request to the HSC Sponsored Projects / PreAward Office for approval)

Option 2: The Dean's Office does not have available funds to cover. The request is denied. (This selection will withdraw the RTSF)

3. After making your selection, the RTSF will be routed accordingly.

If you have any questions regarding the RTSF information, please contact the Principal Investigator (name here) and/or Department Chair (name here).

If you have any questions regarding the RTSF Electronic Process, please contact your assigned Sponsored Projects Officer (name here).

Thank you

Dean Approval

- **The Dean has 2 options:**
  - To guarantee expenditure funding if the project is not received (the RTSF will be routed to Pre-Award for approval)
  - Disapprove the request (the project will be withdrawn from the system and the RTSF will have to be re-initiated)

RTSF - Dean Review

Please Review Request to Spend Funds Below and Indicate Your Decision

Principal Investigator	Steven Bradfute
Proposal Number	FP00000014
Department	Internal Medicine IM
PI's Org Code	851H
Funding Agency	NIH / National Cancer Institute (NCI)
Project Title	Danielle Test Avocado
Type of Award	Grant to UNM
Award Cycle	Funding Submission
Fund/Index Number	36521
Anticipated Award Start Date	7/1/2015
Anticipated Award End Date	6/30/2017
Anticipated Funds:	

	Period Number	Start Date	Requested Amount
View	2	7/1/2016	$150,000.00
View	1	7/1/2015	$75,000.00

Requested Funds Start Date	2/1/2016
Requested Funds End Date	3/31/2016
Requested Funds Amount	$60,000.00
Admin Contact Name	Marisa Sanchez
Admin Contact Email	marsanchez@salud.unm.edu
PI Justification	MSU - Salary Allocation Purpose
Department Chair Decision	ID00000002

Dean's Decision:

● View The Department Chair has endorsed this request but is unable to provide funding for losses incurred as a consequence of the approval of this request. I concur with the Department Chair's recommendation and will provide such funding if required.

○ View The Dean's Office does not have available funds to cover. The request is denied.

HEALTH SCIENCES

RTSF States (Why Hasn't My RTSF Been Processed?)

RTSF Information

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
					☐	☐	☐

Your RTSF State of approval can be tracked on the dashboard of the record. If You are wondering what is holding up your RTSF, then go to the center of the record and find the RTSF Information area. If one of these is unchecked, then the RTSF is still awaiting approval from that person and cannot move forward.