RESEARCH GRANTS
SETTING UP AN ACCOUNTING UNIT (AU)

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:

		Where to Find It	Contacts
STEP 1.	Provide the following items to the Office of Research Services (ORS):		
☐	LU Number of the Routing Form • Make certain the routing form has been completed and approved by the PI and that all personnel have completed their conflict of interest questionnaires.	Information Portal > Research Channel	Sue Pugl (ORS) 464-220-9660
☐	Notice of Award • The sponsor will provide you with written notice of their funding your project.	Project Sponsor	Project Sponsor
☐	Budget • If it differs from the budget on the routing form, include a copy of the revised budget.		
☐	Payment • The invoicing and payment for most grants from major sponsors are handled entirely by Sponsored Program Accounting (SPA), so it is likely you will not need to collect the funds; however, some sponsors will send payment directly to you. If this occurs, please make certain checks are made payable to "Loyola University of Chicago" and include a **copy of the check** with your setup package. • Send the **actual check** to your representative in Sponsored Program Accounting (SPA) with a memo to them explaining what the payment is for.	Project Sponsor	Project Sponsor and Your SPA Representative
STEP 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.		Sue Pugl (ORS) 464-220-9660
STEP 3.	HSC Finance will open the postaward budgeting mechanism within your routing form and alert you.		Lupe Pastenes (HSC Finance) 464-220-9197
STEP 4.	You must go into the Routing Form and enter the postaward budget data.	Information Portal > Research Channel > Routing Form > Edit Budget for Year 1	Department/Grant Administrator or Sue Pugl (ORS) 464-220-9660
STEP 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.		Lupe Pastenes (HSC Finance) 464-220-9197
STEP 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.		Your SPA Representative
STEP 7.	• Complete and submit the "AU or Level Access Form" indicating who should have signature authority to approve expenditures, access financial reports, etc. • Generally, PIs will list themselves, their Department and/or Grant Administrators, and possibly someone on their research support staff.		Department/Grant Administrator and Your SPA Representative
STEP 8.	Process any necessary payroll forms and begin using your new AU.	Information Portal > Fiscal Affairs > Payroll Actions > PAF (faculty) or EIF (staff)	Department/Grant Administrator