

**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
<p><b>STEP 1.</b> Collect the following items and bring/send them to the Office of Research Services (ORS):</p> <p><input type="checkbox"/> LU Number of the Routing Form</p> <ul style="list-style-type: none"> <li>• Make certain the routing form has been completed and approved by the PI.</li> </ul>	Information Portal > Research Channel	Sue Pugl (ORS) x68537
<p><input type="checkbox"/> Notice of Award</p> <ul style="list-style-type: none"> <li>• The sponsor will provide you with written notice of their funding your project.</li> </ul>	Project Sponsor	Project Sponsor
<p><input type="checkbox"/> Budget</p> <ul style="list-style-type: none"> <li>• If it differs from the budget on the routing form, include a copy of the revised budget.</li> </ul>		
<p><input type="checkbox"/> Payment</p> <ul style="list-style-type: none"> <li>• 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 <b>copy of the check</b> with your setup package.</li> <li>• Send the <b>actual check</b> to your representative in Sponsored Program Accounting (SPA) with a memo to them explaining what the payment is for.</li> </ul>	Project Sponsor	Project Sponsor  and  Your SPA Representative
<p><b>STEP 2.</b> 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.</p>		Sue Pugl (ORS) x68537
<p><b>STEP 3.</b> HSC Finance will open the postaward budgeting mechanism within your routing form and alert you.</p>		Lupe Pastenes (HSC Finance) x66816
<p><b>STEP 4.</b> You must go into the Routing Form and enter the postaward budget data.</p>	Information Portal > Research Channel > Routing Form > Edit Budget for Year 1	Department/Grant Administrator or Sue Pugl (ORS) x68537
<p><b>STEP 5.</b> HSC Finance will approve the postaward budget you have entered and forward your setup package to SPA with a request for a new AU.</p>		Lupe Pastenes (HSC Finance) x66816
<p><b>STEP 6.</b> 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.</p>		Your SPA Representative
<p><b>STEP 7.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Generally, PIs will list themselves, their Department and/or Grant Administrators, and possibly someone on their research support staff.</li> </ul>		Department/Grant Administrator and Your SPA Representative
<p><b>STEP 8.</b> Process any necessary payroll forms and begin using your new AU.</p>	Information Portal > Fiscal Affairs > Payroll Actions > PAF (faculty) or EIF (staff)	Department/Grant Administrator