



The University of Texas at El Paso  
Office of Research and Sponsored Project  
Handbook / Enchiridion

**Step 3.1: Internal Approvals**

**Purpose:** To conform to all University, federal and agency award regulations for project expenditures

**Parties Involved:** Principal Investigator, Administrative Staff, Research Administrators, C&G Accounting, C&G Specialist I, C&G Specialist III

\*Steps in the Process:

- Appointments (Approved by C&G Specialist I)
  - Verify positions match the proposal/award inclusive of time frame and percent effort
  - Verify availability of funds
  - Any concerns or issues with the above will be discussed with the C & G Specialist III or Research Administrator
- Transfers (Approved by C&G Accountants)
  - Based on Allowability of agency award restrictions such as
    - Change of percent effort of key personnel cannot exceed 25%
    - Category limitations such as participant support or travel restrictions
    - Transfers that cannot exceed a certain percentage of the award
    - Verify there are sufficient funds in fringe for any changes made in appointments.
    - Verify indirect costs are accounted for when transferring between categories
- Authorization for Personnel Services (APS) and Supplemental Authorization Request (SAR)
  - Administrative Staff reviews for completion (see APS instructions for what is a complete package) and logs the following information in the database (X:\ORSP Administration\APS Database) before forwarding APS to C&G Specialist III
    - Name
    - Dates
    - Amount
    - Account
    - Research Administrator
    - Principal Investigator
  - C&G Specialist III reviews the following
    - Allowable under grant
    - Availability of funds
    - Completes Visual Compliance if individual is a foreign national (**APS form only**)



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- Verify the duties are well justified and outside of their normal scope of work.  
**(SAR form only)**
- Any concerns or issues with the above will be discussed with the Research Administrator and/or AVP for Compliance
- If approved, C&G Specialist III will sign and return to Administrative Staff
- Administrative Staff logs approver's name, date, where APS is forwarded to and scans the first page of the APS document and Visual Compliance Report (if applicable) in the same database identified above
  - APS forms from Centers or VPR are forwarded to Payroll
  - All other APS forms are forwarded to Provost
- New Accounts (G60 accounts)
  - Verify allowability per agency award restrictions and obtain justification from PI
  - Research Administrator sends email to C&G Accounting approving/requesting the addition of the new account

\*Modifications that need to be made should be addressed with the creator/requestor prior to returning the document.

**Summary Description:** To conform to all University, federal and agency award regulations for project expenditures and ensure thorough review and documentation



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