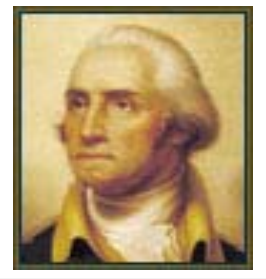


Change in Status Desk Procedures



Office of the Chief Research Officer Desk Procedures
Research Change in Status Desk Procedure
Approved for Use Effective: Effective August 15, 2006
Desk Procedure Owner: Robert Pitysingh
Alternate Process Owner: Tracy Clark

Business Process Description:

Requests for payroll adjustments and pay increases for research faculty at the University are initiated by using a Change in Status (CIS) form, Attachment 1. This Desk Procedure deals with CIS forms that affect sponsored research programs. The forms and process for hiring staff is covered in the Hiring Desk Procedure.

CIS forms should be processed through the proper signature authorities at the departmental and school levels and submitted to the Office of the Chief Research Officer (OCRO) for approval. There are some differences in how CIS forms are processed through the University and the Medical Center, as well as slight variances within the Schools. In some, this departmental level processing is accomplished by departmental administrators and in some it is done by School Research Administrators (SRAs). Research Service Coordinators (RSCs) review each proposed adjustment to ensure that it is correctly stated in the CIS form and that the resulting adjustment would be acceptable in accordance with applicable OMB Circulars, government regulations and University Policies as well as Sponsor and Award requirements. Once the proposed changes have been reviewed by RSCs and approved by the Award Manager, then the CIS form is routed to the OCRO Executive Coordinator for processing and entry into the University's Banner Payroll System database. Prospective adjustments become effective upon entry. Retroactive adjustments must be processed and routed to Payroll for further processing. Retroactive adjustments that are more than 90 days old require special documentation, handling and justifications in accordance with GW's Policy on Cost Transfers and Adjustments, <http://my.gwu.edu/files/policies/CostTransfersonSponsoredAgreementFinal.pdf>, and the OCRO Cost Transfers Desk Procedure.

Proper processing of CIS forms is essential in order to ensure that the University is correctly recording and charging labor on sponsored programs. Additionally, these CIS forms set the Banner data that is then used for Effort Reporting purposes in accordance with the University's Effort Reporting Policy, <http://my.gwu.edu/files/policies/EffortCertificationPolicy.pdf>, and the OCRO Effort Reporting Desk Procedures.

The University is partially implementing the CIS Process on an electronic basis. This electronic processing is currently limited to a program for CIS forms involving Terminations. A description of the process for electronic processing For Terminations is included in this CIS Desk Procedure at Section 3.2.

Also enclosed is a listing of common errors in processing CIS forms, Attachment 2, and a Checklist for processing CIS forms, Attachment 3.

Roles and Responsibilities: In addition to setting forth OCRO roles and responsibilities, this section also includes an informational section on what various signatories outside of OCRO are supposed to be reviewing prior to approving the CIS form.

1.1 Departmental Administrators/School Research Administrators - Departmental Administrators (DAs) and School Research Administrators (SRAs) are responsible for:

- Receiving requests for changes in labor on sponsored programs from departmental personnel and Principal Investigators (PIs) and preparing appropriate CIS forms to accomplish the objectives of the PI in a manner consistent with this Desk Procedure.
- Receiving requests for faculty salary increases from departmental personnel.
- Analyzing and understanding the purpose of the CIS form and asking the PI, RSC, Team Leader and/or Awards Manager if in doubt
- Monitoring new awards, changes in effort on existing awards or awards that are terminating to alert departmental personnel and Principal Investigators (PIs) of concerns to include budgetary and/or funding issues and the appearance or lack of individuals on awards.
- Evaluating, including consulting with the RSC as necessary, especially if sponsor notification is required, whether the CIS adjustment requested will create a significant change in effort for the PI or others requiring notice to or approval of the sponsor; consult with RSC and/or Team Lead as necessary.
 - To ensure a significant change in the level of effort has not been reached, it may be necessary to consult previous labor distributions for the project as well as the prime award.
- Initiating or processing CIS forms to reflect the changes in labor on sponsored research programs in a timely manner
 - To ensure timely processing, SRAs and DAs should be aware that if an award has been received but the PTA is not yet set up, forms can be initiated and the RSC will add the PTA when received.
- Prior to routing for signature, reviewing the CIS form to ensure that all information has been completed.
- Obtaining signatures from appropriate departmental approval sources for CIS changes through the highest required level for departmental and school approval (PI, Chair, Dean or designee as described below).
- Submitting the departmentally approved CIS form to the appropriate RSC for further processing. (Note: In some cases involving Departmental Funds, the

department may release the proposed CIS form to OCRO for preliminary review prior to obtaining final departmental and school approval).

- Coordinating with the PI or designee to obtain 90-day cost transfer documentation, which includes both the late cost transfer documentation to include memoranda justifying the request and proof of effort on project(s) when required for cost transfers exceeding the 90-day threshold in accordance with the Cost Transfers Desk Procedure..
- Attaching the previously approved CIS form if the current CIS form is retroactively correcting an existing payroll distribution,

2.1.1. Departmental/School Approval (Informational, see Website/Handbook for further information) the following reviews occur for the general reasons indicated in the departments. There is some variability among the departments based on internal processes and procedures, with responsibilities to include:

- PI Review :
 - Initiating the request to process the CIS form,
 - Providing basic information as to what type of action is requested and checking to ensure it is correct,
 - Stating which PTAs are affected,
 - Ensuring that the request is initiated and processed in a timely manner in accordance with the payroll schedules and OCRO submission deadlines.
- Chair Review:
 - Verifying that the CIS will not result in a commitment in University compensated effort that would be greater than 100%,
 - Approving internal allocation of departmental resources
 - Verifying that the individual is still eligible for assignment/re-assignment
 - Reviewing and approving any charges to be applied against departmental funds
 - Providing an overall review/approval based on perspective as Department Chair.
- Dean or Dean's Designee Review:
 - Reviewing and approving any charges to be applied against Departmental/School funds
 - Providing an overall review/approval for the School based on perspective as Dean or Dean's Designee

1.2. Research Service Coordinator – The Research Service Coordinator (RSC) is responsible for:

- Analyzing and understanding the purpose of the CIS form and asking the PI, Team Leader and/or Awards Manager if in doubt
- Reviewing the CIS form in accordance with the Detailed Review Procedures to verify, in consultation with the appropriate Awards Manager, that the requested adjustments are acceptable in accordance with applicable OMB Circulars, government regulations and University Policy as well as Sponsor and Award requirements.

- To ensure accuracy of information on CIS Form and allowability/appropriateness review information in Oracle Grants Management System and Banner HR and Payroll System.
- Using the Listing of Common Errors in CIS forms, Attachment 2, and the CIS Checklist, Attachment 3, as initial training tools and as periodic refreshers on errors to avoid, as well as steps to take to better ensure that the CIS form accomplishes the intended objective.
- Performing, for Medical Center CIS forms that involve Departmental Funds, a preliminary review and returning to the Medical Center Finance Office for processing of signature approval of Departmental Funds and then performing a confirming review to verify that the CIS form as approved is acceptable for further processing.
- Reviewing whether the CIS adjustment requested will create a significant change in effort for the PI or others requiring notice or approval of sponsor and coordinating any such approval requirements.
 - To ensure a significant change in effort is not occurring it may be necessary to review previous CIS Forms for the individual's labor distributions.
- Signing to indicate approval on CIS forms and forwarding such approved forms to the Awards Manager for further approval and processing.
- Correcting any errors if this can be done easily after any necessary coordination, or rejecting and returning such CIS form to the department with guidance for corrective action (in the latter case, then the RSC is responsible for keeping a copy of the rejected CIS form in a pending file as a reminder to follow-up with the department if the re-processed CIS form is not returned in a timely manner.
- Reviewing documentation, to include memoranda justifying request and proof of effort on project(s) when required for cost transfers exceeding the 90-day threshold, in accordance with the Cost Transfers Desk Procedure.
- Referring to both Oracle and Banner to ensure information included on the form is correct and appropriate.
- Forwarding notification of OCRO payroll deadlines to the departments to ensure timely receipt of CIS forms.

1.3. Team Leaders – The Team Leader is responsible for:

- Monitoring SRA and RSC performance against these stated responsibilities.
- Assisting RSCs in addressing and resolving any issues involving CIS forms that are escalated through the RSC Weekly Reporting Process or otherwise.
- Training RSCs and SRAs on the requirements of this Desk Procedure.
- Coordinating and communicating with appropriate parties in the School regarding any CIS forms process issues and/or prioritization concerns.

1.4. Awards Manager – The Awards Manager is responsible for:

- Reviewing the CIS form to ensure that it has been properly completed and that the RSC has properly followed the Detailed Review Procedures to verify that the requested adjustments are acceptable in accordance with applicable OMB

Circulars, government regulations and University Policies as well as Sponsor and Award requirements.

- Correcting errors that can be made relatively easily and/or conferring with the RSC to ensure that those corrections or others requiring more extensive work are made.
- Identifying areas or categories of recurring problems and referring them to the appropriate Team Leader for further training and resolution.
- Verifying the completeness and appropriateness of any 90-day or other Cost Transfer documentation in accordance with the Cost Transfers Desk Procedure.

1.5. Director – The Directors are responsible as follows:

- The Director of Research Finance and Administration is responsible for:
 - Providing appropriate training and oversight of the Executive Coordinator.
 - Arranging for cross-training of back-up departmental resources.
 - Responding as promptly as possible to any requests for information about CIS forms.
 - Serving as emergency back-up if necessary,
 - Periodically verifying that end-dates are being entered reliably during the data entry process, representing OCRO in University committees to implement the CIS form process on an electronic enterprise system.
 - Leading CIS form process improvement initiatives within the OCRO.
- The Managing Director for Research Services and Operations is responsible for assisting SRAs, RSCs and Team Leaders to understand and implement the CIS Form Process.
- The Director, Research Training and Compliance is responsible for overseeing training on the CIS Form Process, to include how it relates to the Cost Transfer Process, and for advising on process improvement of the legacy CIS form system.

1.6. Executive Coordinator – The Executive Coordinator is responsible for:

- Correctly entering all data as necessary to ensure that all approved CIS forms are properly reflected in the Banner Payroll System.
- Proofreading data entered against the approved CIS form to verify that the data is properly entered before final submission to Banner to include **verifying that all adjustments that reflect an end date have had the end date entered and the required corresponding future distributions are established.**
 - To ensure that distributions ended appropriately it may be necessary to change distributions to home departments for future periods
- Generating any appointment letters that may be required as a result of CIS forms reflecting such appointments.

- Forwarding CIS forms affecting re-distributions to Payroll
- Coordinating with Payroll to ensure that all retroactive payroll transfers are entered, received, entered and processed in accordance with the approved CIS form.
- Changing distributions to home departments after the end of the period.
- Maintaining the OCRO's official files of CIS forms processed.
- Sending out monthly reminders regarding the OCRO payroll deadline to process CIS forms for that month.

Detailed Procedures

3.1 CIS Form Work Flow

The CIS form, Attachment 1, is the documentary record of the process of making adjustments in labor as applied to sponsored research programs. As such, these records must be accurate to ensure that sponsors are charged appropriately for work performed and that the charges for such labor are reasonable, allowable, allocable and consistent with applicable OMB circulars, government regulations, University policies, as well as sponsor and award requirements. A detailed description of the purpose and content of each block in the CIS Form is provided in Attachment 4.

Following is a summary of the CIS Processing Work Flow (based on paper copy processing – please see Section 3.2 for Electronic processing of CIS terminations).

DA/SRA:

- Prepare the CIS forms reflecting the change in labor on a sponsored research program to accomplish the objectives of the PI and in a manner consistent with this Desk Procedure.
- Evaluate whether the CIS adjustment requested will create a significant change in effort for the PI or others requiring notice or approval of sponsor.
- Determine and obtain required signatures from appropriate department and school approvers (PI, Chair or Dean or designees)
 - For Medical Center CIS forms involving Departmental Funds, obtain appropriate signature from Medical Center Finance Office.
- Sign and forward the CIS form once all signatures have been obtained.

OCRO RSC

- Review CIS forms as promptly as possible
- Determine that the Cost is allowable, allocable, reasonable and consistent with appropriate policies.

- Verify that basic information is correct in Blocks 1-11 (Names, Gwid, Position title etc. and verify the correct position number for individuals with multiple positions).
- Verify that the action requested in Block 8 is consistent with the activity described in Block 15.
- Verify the Home Organization Banner Index in Block 14.
- Verify that the distribution of labor in Block 12 matches the information in the current Banner data base or matches the previous CIS form if not yet entered in the Banner system or is retroactive.
- Verify that the new salary distribution of labor in Block 15 is consistent with the information in the current Banner data base.
- Use the mapping query in Oracle to verify that the Banner Index Number matches the PTA.
- Verify the math and check that there are available award funds to cover the new charges
- Verify that the Award period is consistent and appropriate with the award period and end-dated as applicable.
- Verify that the appropriate departmental and school signatures have been obtained.
- Sign form and forward with any applicable back-up documentation and a copy of the form being superseded to Award Manager
- If there is an issue, after necessary coordination, make any corrections that can easily be made or, if not, reject and return to the department with guidance for corrective action and then monitor in a pending file to ensure that the re-processed CIS form is returned in a timely manner.
- See Attachments 2 and 3 for Checklists of these and other items to review.
- Ensure that proper documentation is included with all forms that involve a late cost transfer.

OCRO Award Manager

- Review CIS form to determine if action is appropriate and form is correct.
 - Correct anything necessary if this can be done relatively easily. If not, contact RSC or return to RSC for further processing and/or return to department.
 - Note recurring areas for additional training.
 - Return to RSC for further processing any CIS corrections requiring more extensive rework.
- Review any cost transfer documentation for reasonableness of explanation including appropriateness of any proposed corrective actions.

Executive Coordinator

- Receive CIS form
- Promptly enter form into Banner System
- Proofread Banner Screens to verify correctness and consistency with CIS form
- Verify that all appropriate Banner entries are end-dated if required and revert distribution back to home department after the current end date, if appropriate.

- Oversee copying and timely distribution of processed CIS forms
- Use photocopy to create and distribute appointment letters if appropriate
- File hardcopy of CIS form as appropriate
- Distribute CIS form copies as appropriate.
- Send out monthly reminders regarding the OCRO payroll deadline to process CIS forms for that month.

3.2. Electronic CIS Terminations Processing:

GW has replaced its current Change-In-Status Termination paper form with a new and improved online Change-In-Status Terminations Workflow.

The new workflow enables select employees to:

- Eliminate the use of paper forms for terminations - allows terminations to be processed at more timely rate
- Reduce the probability of terminated employees receiving overpayments in salary due to slow paper terminations processing
- Receive email notifications at each stage of the terminations process, which increases awareness and automatically provides documentation for terminations
- Enter only eight data items relative to the terminating employee; workflow provides the rest reducing probability of data entry and other errors
- Expedite approval of forms or easy access to make changes if desired
- Benefit from increased security by ensuring that only select employees have access to the workflow
- Track the status of terminations

This process for terminating employees using an electronic CIS form is available with detailed procedures including frequently asked questions at <http://www.gwu.edu/~hrs/cis.html>.

4.1. Related Policies and Procedures:

- GW's Effort Reporting Policy, <http://my.gwu.edu/files/policies/EffortCertificationPolicy.pdf>
- GW's Policy on Cost Transfers and Adjustments, <http://my.gwu.edu/files/policies/CostTransfersonSponsoredAgreementFinal.pdf>
- Desk Procedures including Cost Transfers Desk Procedure and Effort Reporting Desk Procedure

**Office of the Chief Research Officer Desk Procedures
Change in Status Desk Procedure
Approved for Use Effective [], 2006
Desk Procedure Owner: Robert Pitysingh
Alternate Process Owner: Tracy Clark**

ATTACHMENT 1

Change in Status (CIS) form
[\[http://www.gwu.edu/~hrs/pdf_files/CIS.pdf\]](http://www.gwu.edu/~hrs/pdf_files/CIS.pdf)

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ATTACHMENT 2: Common Errors to Avoid

Block 1 Effective Date of Change

termination date is not consistent with the effective date of change (that is, the effective date of change should not be more than the day AFTER the earliest finish date on the top half of form in Block 12)

- left blank

Block 2 Date Prepared

- If the date prepared is more than 90 days after the date the affected charges posted, no late cost transfer documentation (Memorandum to Comptroller and proof of work) attached as required or it is not in accordance with the requirements as specified in the Cost Transfer Desk Procedure (be sure to count 90 days from the date the charges posted, not from the effective date in Block 1)

Block 5 Current Position Title

- position title on form does not match Banner

Block 8 Action Requested

- left blank
- CIS action = termination regular FT/PT; missing leave records and/or letter of resignation
- CIS action = out of cycle pay increase; no justification or insufficient justification attached, or new salary is outside the range for the position title
- Action = Hire/Promotion; individual doesn't meet minimum qualifications of position

Block 12 Current Salary Distribution Plan

- Information in Block 12 does not match Section 15 of previous form
- superseding CIS has incorrect distribution on section 12
- Distribution for full time positions does not equal 100% (distribution for part time positions will not equal 100%)
- department name and Banner Home Index missing from form
- Position number missing from form or is incorrect
- Missing/Incorrect account number

Block 14 - Include the Home Organization Banner Index

Block 15 New Salary Distribution Plan

- Distribution not = to 100%
- department name and Banner Home Index missing from form
- Position number missing from form or is incorrect
- If change in % of effort, rate of pay is incorrect
- If changing from F/T to P/T, or the reverse, accounts are not correctly changed
- University side faculty to be paid for more than three months effort during June – August

- Missing/Incorrect account number
 - Summary faculty salary for University faculty should be on 51111, not 51123
 - The new distribution reflects only a trivial change among the same awards, giving the impression that the revision is motivated by the desire to spend an award down to the last penny – this reflects a level of precision in effort allocation that is not reasonable
 - PTA numbers does not correspond to Banner number
 - New distribution conflicts with award-mandated Key Personnel level of effort
 - New distribution is dependant upon unauthorized budget revision
 - Finish date for distribution extends beyond award End Date
 - Distribution amounts reflect arithmetic errors in annual amount, monthly amount and/or percentage effort

Block 18 New Position Title

- Left blank even though the CIS form is reflecting a change in title
- Title is not one of the official University title.

Block 27 Days Annual Leave Due

- Left blank on CIS form to terminate

Blocks 30-34 Signatures

- Required signatures are missing from form

Other errors in general : Forgetting to double-check that the math is correct especially that distribution amounts do not reflect arithmetic errors in annual amount, monthly amount or percentage effort; requested action results in a cost transfer > 90 days retroactive, but no 90-Day late Cost Transfer documentation is provided (memo to Comptroller and proof of work) or it is not in accordance with the requirements as specified in the Cost Transfer Desk Procedure.

CIS CHECKLIST - ATTACHMENT 3

Please review CIS form, provide explanatory remarks as needed and verify that:

- Intent and purpose of the CIS action is understood, if not verify with PI
- Required signatures are provided (Department Head, Dean as appropriate)
- Period of performance is consistent with the distribution end date (finish date of distribution doesn't extend beyond End Date)
- Position title and numbers are provided and are correct (double-check for individuals with multiple position numbers)
- If adding a position, be sure the additional position title is provided either in the New Position Title (18) or Remarks (29) section
- Supervisor position numbers are provided
- Choices in Section 8, Action Requested are filled in and correct
- Banner number is for the correct PTA and Banner Index is included in Block 14
- Account numbers are provided and correct (e.g., Summer faculty salary for University faculty should be 51111 vs. 51123)
- Department name / Banner Home Indexes are correctly provided
- Position title on the form is consistent with Banner
- The Information in Section 12 (top of CIS form) matches with Section 15 of previous form (except for redistributions... banner will match distribution of the form prior to when the distribution was made) and copy of form being superseded is provided
- The forms have totals if more than one line to be computed.
- Distribution equals 100% for full time employees
- Funds are available on the receiving award and new distribution is not dependent on unauthorized rebudgeting
- If the change is the percentage of effort, the rate of pay is correct and not trivial (i.e., one just made to spend down the balance)
- Distribution reflecting change in level of effort requiring prior approval is attached, especially for Key Personnel
- If the CIS form is for a late cost transfer or otherwise requires a detailed explanation, such as a requested action that results in a cost transfer more than 90 days retroactive, adequate documentation in the form of a memo to Comptroller along with proof of work per the Cost Transfer Desk Procedure.
- If the CIS action = termination of regular FT/PT, then:
 - Appropriate leave records are attached
 - Section 27 – Days annual leave due is filled in with correct amount
 - Letter from PI to employee with notification of termination and/or letter of resignation are attached
 - Termination date matches the effective date of change
- If the CIS action = out of cycle pay increase, then adequate justification is attached
- If the CIS action = Hire/Promotion; verify that the individual meets minimum qualifications of position and pay is within scale.

CHANGE IN STATUS FORM SUMMARY - ATTACHMENT 4

1. Effective Date of Change = when requested action begins (start of day except for terminations which are effective at close of day)
2. Date Prepared = Self-explanatory (S/E)
3. GWID = S/E
4. Name = S/E
5. Current Position Title = Official GW title, not working title
6. Employee Class = Official GW designation, found in Banner NBAPOSN or on approved Position Action Request
7. Grade = Official GW designation, found in Banner NBAPOSN or on approved Position Action Request
8. Action Requested = Reason for form
 - Promotion = new position of higher level
 - Termination = end of employment with University
 - Extension = same distribution and % of effort, just change in finish date
 - Rate/salary adjustment = change in annual/monthly salary or base rate
 - Reclassification PAR# = position has been reclassified by Human Resources; copy of approved Position Action Request Form (PAR) w/tracking number attached to CIS
 - Redistribution = change in % effort and/or funding source(s)
 - Transfer = employee changing departments i.e., Biochemistry to English
 - Add Position = employee to hold more than one job; usually involves a part-time employee
 - Other = any other action than those listed above; insert explanation
9. Payroll Mode = Frequency of pay (faculty and regular ft/pt research staff are monthly, graded and temporary staff are BW)
10. Employment Category =
11. Current = Non Union
12. Current Salary Distribution Status = Information currently in Banner system or from section #15 of most recently approved CIS form if not yet in Banner system or not easily seen in Banner
 - a. Dept. or Sponsored Project Award = Name of funding source
 - b. Banner Index = Banner number associated with funding source
 - c. Account Number = 5 digit general ledger account number tied to expenditure type (51111-faculty reg ft, 51225-federal work study wages)
 - d. % Full Time = Percent of effort expected to be put toward each funding source listed
 - e. Annual Salary = Percent of actual annual salary associated with each funding source listed in real dollars
 - f. Monthly Salary = Annual salary divided by 12 in real dollars; only for monthly paid employees
 - g. Finish Date = Last day through which particular distribution is valid
 - h. Base Rate = Hourly rate of pay; annual salary divided by 2088 for biweekly paid regular ft/pt employees
 - i. Project/Task/Award = S/E

- j. Position Class = Official GW designation, found in Banner NBAPOSN or on approved Position Action Request
- k. Position No./Suffix = Official GW designation, found in Banner NBAPOSN or on approved Position Action Request, Position Creation Memo/Recruitment Memo
- l. Premium Pay = N/A
- 13. Home Dept. = Employee's primary department home organization(hard money default)
- 14. Banner Home Index = Banner number associated with home department organization
- 15. New Salary Distribution Status = Changes to any aspects of distribution or salary/pay rate
 - a. through l. = Same as #12 above
 - m. E-mail of Preparer = S/E
- 16. Home Dept. = Employee's primary department home organization(hard money default)
- 17. Banner Home Index = Banner number associated with home department organization
- 18. New Position Title = If action requested is promotion/demotion, reclassification or add position w/different position title; official GW title, not working title
- 19. New Employee Class = If action requested is promotion/demotion, reclassification or add position w/different position title; official GW designation, found in Banner NBAPOSN or on approved Position Action Request
- 20. New Grade = If action requested is promotion/demotion, reclassification or add position w/different position title; official GW designation, found in Banner NBAPOSN or on approved Position Action Request
- 21. New Annual Salary = If action requested is rate/salary adjustment
- 22. Reason for LOA or Termination = Stated in letter or memorandum attached to CIS form
- 23. LOA Begin Date = Stated in letter or memorandum attached to CIS form
- 24. LOA Return Date = Stated in letter or memorandum attached to CIS form or estimated/expected return date
- 25. Total Leave Accrued: Annual/Sick = Current balance as of effective date of change; copy of leave records attached to CIS form
- 26. Last Day in Paid Status = Last day employee entitled to receive pay; Last Day Worked = Last day employee actually on the job
- 27. Days Annual Leave Due = If action is termination or change to temporary from regular ft or pt; current balance from leave records, copy attached to CIS form
- 28. Eligible for Rehire = Default is yes; if no Human Resources/Employee Relations must be involved
- 29. Remarks = Use for any additional clarifying information
- 30. Initiated by = individual preparing CIS form
- 31. Dept. Head(s) = Authorized signature dependent on funding source(s)
- 32. VP or Dean = Authorized signature(s) dependent on funding source(s) and/or employee
- 33. Budget Authorization = Authorized signature(s) dependent on funding source(s) and or employee
- 34. Personnel = Authorized signature(s) dependent on employee