THE UNIVERSITY *of* TEXAS
HEALTH SCIENCE CENTER AT HOUSTON

REQUESTING THAT SEPARATE PROJECTS BE SET UP FOR A SINGLE AWARD/GRANT

JUSTIFIABLE REASONS
- The work on the grant is shared between/among Schools or Operating Units.
- The work on the grant is shared between/among Departments.
- The work on the grant occurs both on and off campus, and thus has two IDC rates.

NOT JUSTIFIABLE REASONS
- The work on the grant is shared between/among Divisions of the same Department.
- The work on the grant is shared between/among PIs in the same Division or Department.

REASONS WHY YOU MIGHT NOT WANT TO REQUEST THIS EVEN IF YOU HAVE A JUSTIFIABLE REASON AS LISTED ABOVE
- Each project will have a unique ChartField String and SpeedType in FMS, and a unique Account Code in HRMS.
- Purchasing transactions for supplies that are shared require more data entry.
- PAs for employees that are shared require separate funding lines.
- There will be a separate ledger sheet printed for each project, thus it can be more difficult for the PI and the PI's Departmental Administrative Staff to determine if the funding is being spent in a timely fashion.
- The primary School, Operating Unit, Department will be "giving away" IDC recovery funds that pay for administrative support.

HOW TO REQUEST THAT A GRANT BE SET UP IN SEPARATE PROJECTS
- Before you submit a request, make sure that everyone in your School/Department's working group is in agreement. For example, since separate projects may mean more work for the PA submitters, please check to make sure they agree with the request.
- Submit a request to the PAF Team. The request should include the following:
  - The total amount of Direct Costs, and related Indirect Costs, that will be in the separate projects.
  - A detailed budget for the budget pools that the Direct Costs will be budgeted to.
  - The PI/Org Manager for each of the projects.
  - The FMS Dept ID for each of the projects. (Please provide the specific numbers.)
  - The budget period for the separate projects.

- ➢ Sufficient identifying information that PAF can identify the grant (such as the existing FMS Project number, the Grant Award number, the Agency and PI name, the Project title, etc.)
- ➢ Approval signatures by the appropriate PIs and Dean(s).

REQUEST FOR SETUP OF A SEPARATE PROJECT NUMBER

DATE OF REQUEST	
PROJECT IDENTIFYING INFORMATION Example: Current FMS Project # OR Funding Agency Name and Award # and Project Title	
PI NAME (for primary award)	
PI NAME (for separate project number)	
DEPT ID (for separate project number)	
BUDGET PERIOD (for separate project number)	
DETAILED BUDGET (for separate project number)	EXPENSE BUDGET POOLS: 61001 $ 61002 $ 61003 $ 61004 $ 61005 $ 61006 $ 61007 $ 61008 $ 61009 $

	61012	$
	61014	$
	_____	
	TOTAL DIRECT COSTS	$
	IDC Rate: _____%	
	61015	$
	_____	
	TOTAL IDC	$
	TOTAL BUDGET	$

PRINTED NAME OF PERSON COMPLETING THE REQUEST	**SIGNATURE**	DATE
PRINTED NAME OF DEPARTMENTAL ADMIN REP (Primary project)	SIGNATURE	DATE
PRINTED NAME OF DEPARTMENTAL ADMIN REP (Separate project)	SIGNATURE	DATE
*PRINTED NAME OF PI (Primary project)	*SIGNATURE	DATE
*PRINTED NAME OF PI (Separate project)	*SIGNATURE	DATE
*DEAN/DEPT CHAIR [Primary project]	*SIGNATURE	DATE
DEAN/DEPT CHAIR [Separate project]	SIGNATURE	DATE

*   REQUIRED FIELDS (REFER TO HOOP 9.04)
** REQUIRED FIELDS FOR PAF CONTACT PURPOSES