Department/Faculty Administrators: Roles & Responsibilities

- Ensure written authorization is received from Account Holders or their delegated signing authorities (as documented) before processing transactions against their research projects. This authorization must be retained for audit purposes or for review by Research Finance, Internal Audit and/or the sponsor.
- Ensure university policies and sponsor guidelines are followed when procuring goods and services or authorizing expenditures against research projects.
- Ensure expenditures are not processed against or transferred to projects that are fully spent.

- If future funding is secured; expenditures may be applied to a fully spent project only up to the limit of 25% of the subsequent year's funding. Amounts beyond this limit cannot be applied unless there is an approved *Continued Spending on an Over-Expended Research Account form* on file with Research Finance.
- Ensure travel and expense claims are reviewed for completeness, accuracy, eligibility and the required supporting documentation as per university policy and sponsor guidelines.
- Ensure travel and expense claims have one-over-one approval from the individual to whom the claimant reports.
- Promptly review and distribute monthly research financial statements to Account Holders or if applicable, remind researchers their monthly statements are ready for review.
- Ensure timely processing of changes/adjustments within the Financial and HR systems, including salary appointment notices and correcting journal entries, with attention to month end and year end deadlines.
- Forward relevant notices from Research Finance to researchers and/or Account Holders.
- Investigate and resolve any discrepancies brought to their attention, following up with Research Finance, Procurement, Payroll or General Accounting where applicable.
- Advise the department Chair or Dean in a timely manner of any issues that are not being addressed by the Account Holder (i.e. over expended projects, sign off of financial reports, submission of progress/technical reports).
- Review over expended projects with the Account Holders and clear in a timely manner.
- Advise Research Development & Services of employment status changes for any Account Holder.