

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
 Subject: Retroactive Changes to Appointments on Grants
 Issued by: Office of Research and Sponsored Programs / Human Resources
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Retroactive Appointment Changes on Sponsored Accounts in Excess of 120 Days

February 16, 1998 (Rev. December 20, 2007)

These procedures describe the steps a department should take to move personnel effort from a sponsored project shortcode (a project/grant in Fund 20000 or 25000) to another shortcode when this transfer is more than 120 days after the appointment. These procedures implement University of Michigan policy which can be found on the Financial Operations/Sponsored Programs website:
<http://www.finops.umich.edu/SponsoredPrograms/TAD.htm>

The Office of Research and Sponsored Programs (ORSP) is the point of contact for the Dearborn Campus for these procedures and other sponsored project-related questions and issues.

Current Fiscal Year Change	Previous Fiscal Year Change	Overlap: Current and Previous Fiscal Year Change
<p>Department/Unit should contact the Dearborn Office of Research and Sponsored Programs (ORSP), providing details and justification for the change.</p> <p>ORSP will discuss changes with Sponsored Programs in Ann Arbor and get approval to make the change in charge/effort.</p>	<p>Department/Unit should contact the Dearborn Office of Research and Sponsored Programs (ORSP), providing details and justification for the change.</p> <p>ORSP will discuss changes with Sponsored Programs in Ann Arbor and get approval to make the change in charge/effort.</p>	<p>Department/Unit should contact the Dearborn Office of Research and Sponsored Programs (ORSP), providing details and justification for the change.</p> <p>ORSP will discuss changes with Sponsored Programs in Ann Arbor and get approval to make the change in charge/effort.</p>

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<p>ORSP will notify the Department/Unit to prepare the Appointment Submittal Form.</p>	<p>ORSP will notify the Department/Unit to prepare the following:</p> <ul style="list-style-type: none"> • the Appointment Submittal Form • a memo explaining why the change is necessary, signed by the person whose account number is being changed and the person of next higher administrative authority (chair or dean) • effort re-certification signed by the employee 	<p>ORSP will notify the Department/Unit to prepare the following:</p> <ul style="list-style-type: none"> • a Journal Entry Request • a memo explaining why the change is necessary, signed by the person whose account number is being changed and the person of next higher administrative authority (chair or dean) • effort re-certification signed by the employee
<p>Department/Unit will prepare the above documents, obtain appropriate signatures, and forward to ORSP.</p>	<p>Department/Unit will prepare the above documents, obtain appropriate signatures, and forward to ORSP.</p>	<p>Department/Unit will prepare the above documents, obtain appropriate signatures, and forward to ORSP.</p>
<p>ORSP will forward to the appropriate offices for processing.</p>	<p>ORSP will forward to the appropriate offices for processing.</p>	<p>ORSP will forward to the appropriate offices for processing.</p>