PI

Validate projections and pipeline

RACE Grants Administrator

2. Open monthly projection sprdsht. and incorporate into annual budget format

Complete RACE annual budget form- current awards and projections

3. Complete RACE annual budget form- pipeline awards and projections

Review with Senior Administrator

4. Finalize and meet with Sr. Dept. Admin. Once preliminary dept. meetings have taken place

Department

1. Finance triggers annual budget process

Senior Administrator has preliminary budget meeting with Academic Finance

5. Incorporate grant projections and pipeline into dept. budget

Process Complete

Notes

1. The spreadsheet is available on the RACE Shared Drive for review. The budgeting process is completed with actuals through December. Projections are included for January-June.

2. The RACE Grants Administrator utilizes the monthly budget spreadsheet for each grant in their portfolio to populate the current activity in the annual budget template, with projections through the end of the fiscal year.

3. The RACE Grants Administrator completes the pending section of the annual budget form with proposals that are in the PI's pipeline. This information is confirmed with the PI, to create an accurate picture of what proposals are likely to be funded in the next fiscal year.

4. The RACE Grants Administrator meets with the Sr. Dept. Administrator to review the current activity and pipeline data, which will be incorporated into the department's annual budget.

5. The Senior Administrator meets with the Department Chair and collaborating departments as well as PIs to discuss the budget. Once final budget figures are confirmed, the RACE Grants Administrator updates any additional grants data that may be available and sends final spreadsheet to the Sr. Administrator for inclusion in their annual budget. The RACE GA is available to answer questions as data is entered into Hyperion.