I. PI Road Map

II. Description and Purpose
The RACE Annual Budget Management provides guidelines for the development of the sponsored accounts portion of the department’s annual budget.

III. Definitions
A. ORA- Office of Research Administration
B. RACE- Research Administration Center of Excellence
C. PI- Principal Investigator
D. SPAO-Sponsored Programs Accounting Office
E. RACE- Research Administration Center of Excellence

IV. Roles and Responsibilities

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>PI</td>
<td>a. Verifies pipeline information gathered by RACE Grants Administrator</td>
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<tr>
<td>RACE Grants Administrator</td>
<td>a. Compiles financial information from current and pending grants and uses the information to make accurate projections for the current fiscal year as well as the upcoming fiscal year</td>
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<td></td>
<td>b. Utilizes RACE internal budget spreadsheet to facilitate annual budget process</td>
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<td>c. Meets with Senior Department Administrator to review grants budget information for inclusion in the department’s annual budget</td>
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<tr>
<td>Sr. Department Administrator</td>
<td>a. Incorporates information from RACE Grants Administrator into annual department budget</td>
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V. Procedure
A. Central Finance will trigger the annual budgeting process by posting the spreadsheet on the RACE shared drive.
1. The Team Lead will confirm next steps with the Grants Administrators responsible for each department’s portfolio and confirm progress with the Sr. Administrator.

B. The RACE Grants Administrator will utilize the monthly budget spreadsheet for each grant in their portfolio in order to populate the current activity in the RACE Annual Budget Template. This includes projections through the end of the current fiscal year and for the following fiscal year.

C. The RACE Grants Administrator will complete the pending support section of the RACE Annual Budget Template to project salary support through the end of the following fiscal year.

D. The RACE Grants Administrator will review the PI’s full portfolio with the PI to verify the accuracy of the pending data.

E. Once the grants data has been populated, the Grants Administrator will meet with the Senior Department Administrator to review the current and pending activity for each PI in the department.

F. The Senior Department Administrator will incorporate this information into their full department annual budget.

1. The Senior Department Administrator meets with Department Chair and senior PIs of collaborating departments to ensure the accuracy of budget management.

2. The RACE Grants Administrator will be available to answer questions as data is entered into Hyperion.

VI. Enabling Tools/ Technology

A. RACE Annual Budget Template

B. RACE PI Summary Template