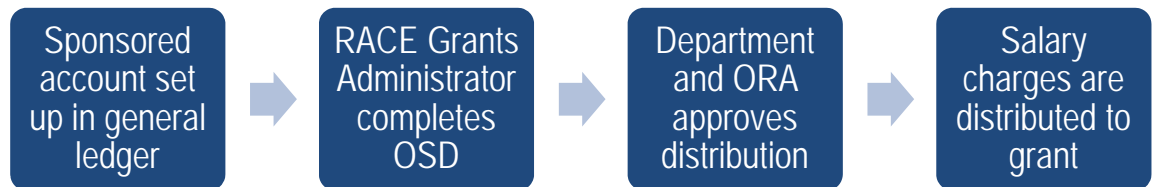


## I. PI Road Map



## II. Description and Purpose

The purpose of this procedure is to provide guidelines by which staff and faculty salaries are distributed across sponsored accounts at TJU. The goal is to ensure the accuracy of personnel paid on each grant account.

## III. Definitions – See Full Research Administration Glossary

## IV. Roles and Responsibilities

Personnel	Responsibility
PI	a. Approves OSD prior to submission
RACE Grants Administrator	a. Completes OSD b. Obtains approval for salary distribution
Department	a. Approves OSD
ORA	a. Approves OSD

## V. Procedure

- A. ORA or SPAO will notify RACE via e-mail when the sponsored account is created in the system.
- B. If there are personnel costs on the approved budget for the sponsored account, the RACE Grants Administrator will prepare a draft OSD for review by the Senior Department Administrator.
- C. The Senior Department Administrator will verify the non-grant accounts that will support the personnel.
  1. If the OSD changes mid-grant, the Senior Administrator will need to reapprove anytime the departmental accounts are affected.
- D. Once the department has approved the distribution, the Grants Administrator will complete the electronic OSD and route for final approval.
- E. Approval for the OSD must be received from the following parties to confirm accuracy of both sponsored and non-sponsored effort:
  1. The PI (prior to submission)
  2. The Senior Department Administrator
  3. ORA



Thomas Jefferson University  
 Research Administration Center of Excellence  
 Standard Operating Procedure

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Approved By:	Last Updated: September 2019

- F. Once the OSD has been approved and salary properly distributed, the Grants Administrator should monitor the grant account to ensure proper salary distribution.
- G. The Grants Administrator should also perform the following offline tasks once the salary distribution is complete:
  1. Update Other Support for PI and Key Personnel with new project
  2. Update Effort Tables for personnel with new project

**VI. Enabling Tools/ Technology**

- A. Online Salary Distribution
- B. Draft OSD (Offline)
- C. PIAF
- D. Email approvals

**VII. Appendix**

In addition to the Online Salary Distribution, there are other forms that effect salary. The following forms are outside the scope of this procedure but are noted below for informational purposes:

	Initiate	Approve	Approve
PAF	Department	RACE (grant accounts)	ORA (grant accounts)
PAR	Department	RACE (grant accounts)	ORA (grant accounts)
SFRAR	Department	RACE (grant accounts)	ORA (grant accounts)