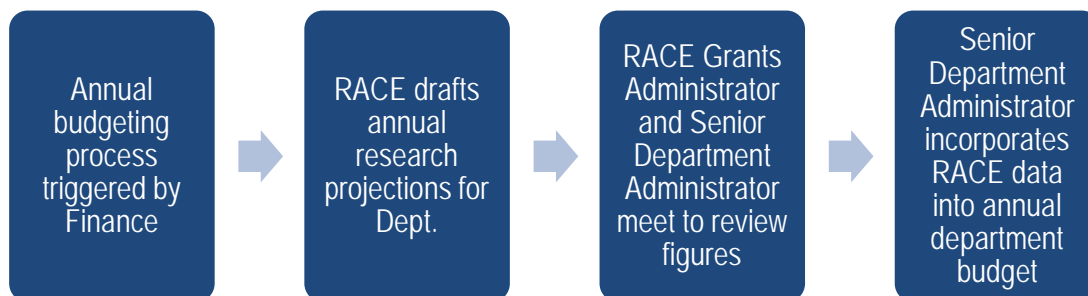


Thomas Jefferson University
Research Administration Center of Excellence
Standard Operating Procedure

Title of SOP: Annual Department Budgeting Process (RACE Contribution)	Effective Date:
	Version Number:2
Approved By:	Last Updated: September 2019

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 – See Full Research Administration Glossary

IV. Roles and Responsibilities

Personnel	Responsibility
PI	a. Verifies pipeline information gathered by RACE Grants Administrator
RACE Grants Administrator	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 b. Utilizes RACE internal budget spreadsheet to facilitate annual budget process c. Meets with Senior Department Administrator to review grants budget information for inclusion in the department's annual budget
Sr. Department Administrator	a. Incorporates information from RACE Grants Administrator into annual department budget

V. Procedure

A. Academic Finance will trigger the annual budgeting process by posting the spreadsheet on the RACE shared drive.

1. The Associate Director will confirm next steps with the Grants Administrators responsible for each department's portfolio and confirm progress with the Sr. Administrator.



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- 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 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 FY Projection Template
- B. ICR Template
- C. Hyperion Extract Template