THE OHIO STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS
OFFICE OF RESEARCH

Formal Sub-Certification

SUB-CERTIFICATION AREA

Does the college/office submit proposed rates and earnings budgets to Resource Planning for all operations that sell goods or services?

CONTROL

The Office of Research freezes all earnings budgets annually for the units Research Administration, Industry Liaison's Office, Project GRO, Center for Emergent Materials, Campus Chemical Instrument Center, Campus Microscopy & Imaging Facility, Institute for Materials Research, Institute for Energy & the Environment, University Laboratory Animal Resources, OR Information Systems, OR Training, Education, and Communication, Research Foundation, Ohio Learning Network, Research Compliance, Office of Responsible Research Practices, Technology, Licensing, and Commercialization, Ohio Supercomputer Center, OARnet, Byrd Polar Research Center, Center for Lake Erie Area Research, and Center for Cognitive Science.

PROCEDURE

Annually, Resource Planning communicates the earnings budget guidelines and timetables for the next fiscal year. The unit Fiscal Manager will use the University standard monthly GLU0030S-61 reports and the People Soft Financial system panels to ensure that all applicable earnings funds have been considered. The Office of Research Business Office contact forwards all materials to the Office of Research Units for review and planning. The units must then decide if they will continue to use their existing funds, close funds, and/or create any new funds. The Office of Research will meet with any unit that needs guidance for their earnings funds, fees and charges (if applicable) and proposed budgets at the units request. The agreed upon fees and charges are submitted via e-mail using the Excel workbooks provided by Resource Planning or entered into the Earnings Budget panels in the PeopleSoft Financials system. Based upon previous year's activity and projections for the next year, the unit Fiscal Manager completes a budget for the next fiscal year.

After the unit enters the budget, it is reviewed by the Office of Research Business Office contact and / or the Senior Fiscal Officer. Once reviewed, the Office of Research Business Office contact will submit and / or freeze the approved budgets into the respective Peoplesoft Financials panels. The Office of Resource Planning will then also freeze and load the budgets into the earnings ledgers.

Documents Used to Support This Area