

# October 2021

SPONSORED PROGRAMS ADMINISTRATION



## FACULTY TRAVEL REQUESTS – NEW PROCEDURE WITH CONCUR

All faculty travel requests whether University or UEI funded must be routed through Concur for dean and provost approval. Although UEI is not set up in Concur, accommodations have been made to identify UEI related travel in the system and to allow travelers to upload UEI's travel request form and estimated cost worksheet to their Concur entry. More detailed instructions for entries into Concur are available on the Inside AA website under [Academic Affairs Travel](#).

After final approval is received, the traveler will save a PDF version of the Concur report with approvals, attach it to a copy of the UEI Travel Request, and send it to their SPA Account Analyst.

Please check your department resources before submitting Concur requests as there may be additional requirements or steps to follow specific to your department.

## GIFT CARDS AS PARTICIPANT INCENTIVES

SPA has posted a [procedure for gift cards](#) that are used as incentives for sponsored research activities (e.g., completing surveys, attending seminars, participating in a focus group, etc.). Gift cards must be an allowable budgeted item in a grant or contract budget in order for the request to be considered and, if approved, must follow the gift card procedure.

## FIRST QUARTER FINANCIAL REPORTS AVAILABLE SOON

Sponsored Program [Project Director's Reports](#) provide you with a statement of your revenues and expenses by month including a detailed list of transactions. The **reports for July, August and September** will be sent to Principal Investigators (PI)/Project Directors (PD) in early November, as soon as the first quarter closes. You may request access for yourself or key project personnel to view account information online by submitting the [OneSolution Desktop Request Form](#).