

How to Process a Department # Change

(Guidance document between College Post Award Contact, Grants and Contracts Administration
Grants Administrator, Grants Transactional Services and Office of Sponsored Programs)

Department Number Change

1. The **College Post Award Contact (CPAC)** will initiate the **Post Proposal Submission Transaction Request (PPSTR)** form and acquires *all signatures* (i.e., PI, Department Chair, Assistant Dean of Research (ADR)).
2. The **CPAC emails** the completed form and supporting documents/justification to PPSTR@clemsun.edu and to **Grants and Contracts Administration Grants Administrator (GCA GA)**. Use the following naming convention in your subject line:
 - a. **New Dept #-Subclass-Project PPN PPSTR Dept # Change**

Ex.: 0956-206-2016494 2024002318 PPSTR Dept # Change

3.

(PPSTR form is located at: [Post Proposal Submission Transaction Request.pdf](#))

The screenshot shows the 'Post Proposal Submission Transaction Request' form. At the top is the Clemson University logo and 'SPONSORED PROGRAMS'. The form includes fields for 'Proposal Processing Number (PPN)', 'Project Number (if applicable)', 'Project Title', and 'Current Principal Investigator (PI) Name'. Below these are sections for 'Type of Transaction' with checkboxes for 'Budget revision (prior to GCA setup)', 'PI change', 'Department budget number change', 'Center addition', and 'Change in percent credit allocation'. There is also an 'Effective Date' field. A 'For Office Use Only' section asks 'Is agency approval required?' with 'Yes' and 'No' options. A 'Budget Revision' section has a note to 'Please attach new budget'. A 'PI Change' section has a note to 'Please attach CV and current pending support for new PI. Important instructions on Page 2' and fields for 'Current PI' and 'New PI' with 'Emp ID and User ID'. At the bottom is a 'Department Budget Number Change' table with columns for 'Department', 'Dept. Number', 'Added', and 'Removed', and a 'Reason for change' field.

4. **PPSTR Point of Contact (PoC)** will update InfoEd.
5. The **CPAC** will work on any type of rebudgeting needs from the former department number to the new department number and notify the **GCA GA** when the **Budget Amendment (BA)** is ready to post. This includes any encumbrances which need to be moved to the new department number Chartfield String. For regular POs still encumbered on the old department chart string, the CPAC will reach out to disbursements@clemsun.edu for updates. For subaward POs still encumbered the **GCA GA** will reach out to the **Subaward Administrator** (subawardsadmin@clemsun.edu) for updates. The **GCA GA** should also confirm with the **CPAC** that no further expenses are going to post to the old department.
6. The **GCA GA** will update the department number in the Chartfield String on the Total Award panel in PeopleSoft. Don't forget to **SAVE** your changes.

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | **Total Award** | Document >

SetID CU Project 2015895

Project Start Date: 01/01/2023 Project End Date: 12/31/2023
 Budget Period Start Date: 01/01/2023 Budget Period End Date: 12/31/2023
 Project Type: Cooperative Agre *Commitment Control Option: Track w/BD
 Total Direct: 8,696.00 Increment Authorized: 0.00 Award Status: A
 F+A: 1,304.00 GHS Collaboration: FFATA:
 Total: 10,000.00 Remit To State: Capital:

Date Entered: 01/24/2023 Acct Num: 20-207-xxxx-0310-245-2015895
 Original Award: 10,000.00 Total Amend: 0.00
 F+A Rate: 15.000 F+A Cost Base: MTDC Mult F+A:

Multiple F&A

F+A Rate	Direct Budget	F&A Budget	Total Budget
1			

Comment: See projects 2013686, 2014446, and 2015102 for previous years.

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Correct History

Project GI | Project Descr GI | Budget Details | Project/Grant4 | Project/Grant5 | Total Award | Document | Sponsor | Amendments | Conditions |

- The **GCA GA** will also update the Depts #s on the Document panel, moving the old Dept # to the 2nd field. Don't forget to **SAVE** your changes.

< Budget Details | Project/Grant4 | Project/Grant5 | Total Award | **Document** | Sponsor | Amendments

SetID CU Project 2015895

Depts: 0310 0317

PPN: 2023001043 Property: None None None None
 Subcontract: PS Cost: Cost Share: C/S Amt Req: 0.00 F & A Waived: 0.00 Effort:

Source:
 CU Acct 1: CU Acct 4:
 CU Acct 2: CU Acct 5:
 CU Acct 3: Control Num. TGP:
 In-Kind Amt: 0.00 Other Amt: 0.00 Cash Amt: 0.00 C/S FA:

- The **GCA GA** will make a note on the Total Award panel and Project Descr GI panel that the Dept number has changed from XXXX to XXXX per PPSTR routed through OSP.
- The **GCA GA** will process the **Project Worksheet (PW)** in PeopleSoft and send out a Department Number Change notification to relevant parties. **GCA GA** will save the PW in their respective OnBase folder.
- IF Subawards** are involved, the Subaward Administrator (subawardsadmin@clemsn.edu) must be notified of the change; this will be done when the **GCA GA** sends out the updated PW.
- Subawards** (subawardsadmin@clemsn.edu) will make their changes and email CUSPAA@clemsn.edu about the Department Number Change for the Subcontracts panel and PO to be updated.

- a. **GTS** will update Chartfield String on the Subcontracts panel and POs.
- b. The **GCA GA** will also update the **Subaward Spreadsheet** with the new department number.

Updated 8/27/2024

2/27/2025