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

- 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@clemson.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

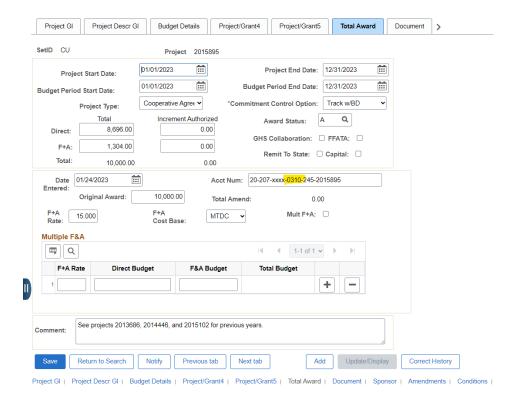
Ex.: 0956-206-2016494 2024002318 PPSTR Dept # Change

3.

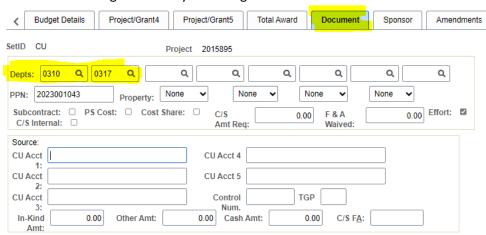
(PPSTR form is located at: Post Proposal Submission Transaction Request.pdf)



- 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@clemson.edu for updates. For subaward POs still encumbered the GCA GA will reach out to the Subaward Administrator (subawardsadmin@clemson.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.



7. 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.



- 8. 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.
- 9. 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.
- 10. **IF Subawards** are involved, the Subaward Administrator (subawardsadmin@clemson.edu) must be notified of the change; this will be done when the **GCA GA** sends out the updated PW.
- Subawards (<u>subawardsadmin@clemson.edu</u>) will make their changes and email <u>CUSPAA@clemson.edu</u> 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.