Conduct project

Produce ad hoc internal PI reporting, BAIRS reports, and projections

If prior approval not needed for exceptional spending or change to budget expense categories, monitor and approve expenditures as part of the normal award management

If prior approval needed, refer to Award T&E and prior approval matrix

Draft letter to Sponsor for budget change or exceptional expenditure

Work with PI to develop new budget for Sponsor

Send letter with updated budget and budget justification to Sponsor

Approve

If not approved, stay with original spending plan OR work with PI and RA to close out project

If approved, document changes

Reallocate across expense categories in C& G Module

This process document is current effective 11/24/2014

If you have questions about this document please contact ptimaps@lists.berkeley.edu
### Conduct Project
- Produce ad hoc internal PI reporting, BAIRS reports, and projections.
- If prior approval not needed for exceptional spending or change to budget expense categories, monitor and approve expenditures as part of the normal award management. If prior approval needed, refer to Award T&E and prior approval matrix.
- Draft letter to Sponsor for budget change or exceptional expenditure.
- Work with PI to develop new budget for Sponsor.
- Send letter with updated budget and budget justification to Sponsor.
- Approve.
- If not approved, stay with original spending plan OR work with PI and RA to close out project. If approved, document changes.
- Reallocate across expense categories in C&G Module.

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**RACI Table**

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<th>CGA</th>
<th>Sponsor</th>
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**Responsibilities:**
- **Responsible:** owner of the task.
- **Accountable:** the one ultimately answerable for the correct and thorough completion of the task.
- **Consulted:** provides information and/or expertise necessary to complete the task.
- **Informed:** needs to be notified of results.
CSS RA – Budget Change or Exceptional Expenditure

**Start**

1. **PI**
   - Conduct project

2. **CSS RA**
   - Monitor and approve expenditures
   - Work with PI to review and approve subaward invoices
   - Reallocate budget across expense categories in C&G Module
   - Produce ad hoc internal PI reporting and BAIRS reports and projections

3. **SPO / IAO**
   - Document changes

4. **CGA**
   - Prior approval needed? Refer to Award T&C and prior approval matrix.
   - Work with PI to develop new budget for sponsor
   - Send letter with updated budget and budget justification to Sponsor

5. **Sponsor**
   - Monitor and approve expenditures as part of the normal award management
   - Approve?
     - Yes: Stay with original spending plan OR Work with PI and RA to close out project
     - No: Document changes

**Legend**

- **Start/End**
- **Process Step**
- **Subprocess Step**
- **Decision Point**
- **CSS**
- **Unit**
- **Central Campus Unit (Disbursements, Procurement etc.)**
- **Faculty (Customer)**
- **3rd Party**

**Guidelines**

- Common Smartsheet online repository
- Form
- Notification sent via Email

11/21/2014