**FLORIDA STATE UNIVERSITY**

SPONSORED RESEARCH ADMINISTRATION

**INSTRUCTIONS FOR COMPLETION OF THE OMNI Project Team Members & PERSONNEL CHANGE REQUEST FORM**

**Purpose:** Every OMNI project has a Project Teamand Project Manager.At the time a Proposal is awardedthe department willbe requested by a SRA Pre Award staff member to attach the completed OMNI Project Team Members form in RAMP. An update may be necessary if there has been a change in your departmental staff, a new hire or if someone leaves the department. It is important to update any of the project team members in each OMNI project this employee may be listed on to allow for the project activity to continue to get processed through OMNI and Spearmart.

**Note:** **Any changes to a PI or Co-PI will require a modification through RAMP for review and processing.**

**Project Team changes**: The employees entered here can have one of the three different roles:

1. SP Manager w/o ePro: Allows that employee to approve expenditures through HR and Payroll, not travel and purchasing.
2. SP Manager w ePro: Allows the employee to approve all transactions except travel. These employees must also have FSU\_PO\_APPROVER and FSU\_PS\_APPROVER roles (requested through your department representative or HR) or there will be errors in the procurement process.
3. Dept Rep/Act: Allows the employee to view the project in OMNI.

**Project Manager (Travel Approver) changes**: The employee listed here will have authority to approve travel expenditures on the project. This employee must also have the FSU\_TE\_APPROVER role assigned in OMNI’s general security (requested through your department representative or HR).

**There is only ONE Travel Approver allowed per project and the PI is the default unless another employees is requested**.