

Florida State University
Division of Research
SRAD PROJECT REQUEST FORM

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Project Title			
Purpose of Project			
Principal Investigator (PI)		PI Employee ID	Email
Department Contact		Phone	Email
Dept ID		Dept Name	

If funding from department or college, please include a signed DOL. The OVPR will submit with this SRAD Project Request Form

Award Begin Date:		Award End Date:		Initial Budget Amount	
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ADDITIONAL TEAM MEMBERS

Project Spending Authority for non-travel transactions:

- **PI** automatically will have expenditure authority for all non-travel financial transactions.
- **Co-PI** automatically will have expenditure authority for all non-travel financial transactions.
- **SP Managers with ePRO** means the user will have expenditure authority for all non-travel financial transactions, including the ability to approve requisitions in OMNI.
- **SP Managers w/o ePRO** means the user will have expenditure authority for all non-travel financial transactions, except the ability to approve requisitions in OMNI. This is required for those users that enter requisitions in OMNI.
- **Dept Rep** automatically will have access to view, yet no approval authority.

Name	OMNI Employee ID	Role

Project Travel Approver:

- The travel approver role is "Project Manager which is different from a "Sponsored Project Manager (SP Manager)." Only one user is allowed to be a project-level travel approver. The PI is the default approver unless an alternate is designated. Please note that the Project Travel Approval cannot approve his/her own travel.

Name		OMNI Employee ID	
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OVPR USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Fund		WAV Code		HERD Code		Purpose Code	
Award Amount		Date:		OVPR Signature					