

Florida State University
Division of Research
SRAD PROJECT REQUEST FORM

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				
ADDITIONAL TEAM MEMBERS						
<p><u>Project Spending Authority for non-travel transactions:</u></p> <ul style="list-style-type: none"> • 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				
<u>Project Travel Approver:</u>						
<ul style="list-style-type: none"> • 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 Approver cannot approve his/her own travel. 						
Name	OMNI Employee ID					
OVPR USE ONLY						
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Fund	WAV Code		HERD Code		Purpose Code
Award Amount	Date:	OVPR Signature				