



Human Resource Management and the Office of Research

HR/Pay Training for Funding Entry

rev 1/2024a



KU THE UNIVERSITY OF
KANSAS

Agenda

- ❖ Review Assumptions & Guidelines
- ❖ Review of the HR/Pay Funding Entry Training Guide
 - ❖ Includes review of HR/Pay funding
- ❖ Training Scenario Review
 - ❖ Key Example Together
 - ❖ Key Worksheets Individual
 - ❖ (Pam and Kara are here for assistance – Just ask!)
- ❖ What is next?

Assumptions

- ❖ Within the SSC and AMS the following has been covered:
 - ❖ How to calculate appointment cost and funding
 - ❖ How to use the [Sharepoint site for tracking Project Funding Changes](#) (Hopefully change coming soon!)
 - ❖ Funding Checklist (Optional)
 - ❖ Validation of state allocated funding and working with Budget Officers

Guidelines

- ❖ Training Prerequisites: HR/Pay Basic Navigation and Grant Payroll Funding
- ❖ SSC/AMS staff are not to key prior period funding changes
- ❖ SSC/AMS staff will only modify existing Department Budget Tables (DBT) (No deletion even future.)
- ❖ SSC/AMS staff will not modify Research Pool DBT
- ❖ SSC/AMS staff will follow guidelines on entry or possible loss of access. (Ask before entry if in doubt.)



Review Funding Entry into the Department Budget Table (DBT) Guide

Training Scenario Review

- ❖ Scenario 1 through 3 detailed review
- ❖ Scenario 4 through 12 review
- ❖ As the Scenarios progress, less step by step detail is provided
- ❖ Key Scenario as a group at the end.

Scenario 1-Basic Funding Change-Project

Jayhawk One is to be paid 100% from Project 1000096 effective 3/1/24 (FY2024)

- Position # 00008397
- Department 2950000
- Unclassified
- Regular Position (Position Level Funded)
- HRM Partner tile>Job>Job Data

Scenario 1-Basic Funding Change-Project



Sponsored Project Budget Summary

Project ID	1000096	Action	Other Award Action
Sponsor	KANSAS DEPARTMENT OF TRANSPORTATION	Action Date	2/28/18
Sponsor Award Number	TR-2114-18	KU Award ID	0000008875
Flow Thru Sponsor		CFDA	
Award Type	Contract	Fund Code	908
Project Title	Yr. 4 GIS Mapping Integration: Details	Research Center	2950000-KGS KANSAS GEOLOGICAL SURVEY 100%
PI	Nelson, Kenneth	Organization	2950601-KGS DASC/NELSON
Co-PI	Iqbal, Asif	Pre-Award Date	
PAS Team	TEAM 1, PAS	Business Unit	KURES
Award Start Date	1/1/15	F & A Rate Type	KURES MTDC R ON 0%
Project Start Date	10/1/17	(Bus. Unit, Base, Rate, %)	
Award End Date	6/30/2024		
Project End Date	6/30/2024		

Notes:

Terms: Record Retention 5 years;

Compliances: All Reviewed and None Apply : Exp. Date: ;

Classification	Category	Item Description	Amount	Rate	Balance
Direct	Subject To F&A	SALARIES - UNCLASSIFIED	\$15,742.00	\$0.00	\$15,742.00
Direct	Subject To F&A	FRINGE	\$5,509.50	\$0.00	\$5,509.50
Direct	Subject To F&A	SUPPLIES AND EXPENSE	\$5,322.00	\$0.00	\$5,322.00
			\$26,573.50	\$0.00	\$26,573.50

IP # 0000008875 FY ID # 18N023505

Based on the Budget Summary
We know the ChartFields to be used.

- DEPT ID (Cost Center)
- Fund
- Project

2950601
908
1000096



Scenario 1-Basic Funding Change-Project

The Combination Code exists in HR/Pay to represents a unique set of ChartFields.

Validate the combination code is active as of the date we need.

HRM Partner>Funding>Combination Code Table

HRM Partner> Funding>Department Budget Table USA

Scenario 2 – Split Funding & Cost Share Project

Jayhawk Two is to be funded as of 2/1/24 by the following funding sources; one source is Cost Share.

- 5% 78813CS950
(2510000-099 with CF1-SSWMSW0004)
- 95% 2510000-099 with CF1 SSWBSW0004

Jayhawk Two Job Information

- Position 00005507
- Department 2510000
- Regular
- Faculty

Scenario 2 – Split Funding & Cost Share Project

Validate Project and ChartFields



Sponsored Project Budget Summary

Project ID	78813CS950	Action	No-Cost Extension
Sponsor	Internal	Action Date	3/7/18
Sponsor Award Number	90CU0077-04-00	KU Award ID	0000007827
Flow Thru Sponsor		CFDA	93.087
Award Type	Grant	Fund Code	950
Project Title	78813CS950-950 CS FOR NIH0078813	Research Center	
PI	Smith, Jane	Organization	2510000-SW SOCIAL WELFARE
Co-PI		Pre-Award Date	
PAS Team	TEAM 3, PAS	Business Unit	KURES
		F & A Rate Type (Bus. Unit, Base, Rate, %)	KURES CSMTDC O ON 33%
Award Start Date	9/30/14	Award End Date	09/29/2025
Project Start Date	9/30/17	Project End Date	09/29/2025

Notes:

Terms: General Research Terms and Conditions ;

Compliances:

Direct/Indirect	Category	Resource Category	Current Budget	Adjustment	Previous Budget
Direct	Excluded From F&A	NONKU CS	\$71,228.00	\$0.00	\$71,228.00
Direct	Subject To F&A	SALARIES - UNCLASSIFIED	\$18,633.00	\$0.00	\$18,633.00
Direct	Subject To F&A	FRINGE	\$14,639.00	\$0.00	\$14,639.00
Direct	Subject To F&A	SALARIES - KEY PERSONNEL	\$24,172.00	\$0.00	\$24,172.00
Indirect	Excluded From F&A	FACILITIES AND ADMINISTRATION	\$17,653.00	\$0.00	\$17,653.00

Project =78813CS950 ChartField 2 =CS

DEPT ID & Fund and optional CF1 will be determined by the source providing the Cost Share

Scenario 2 – Split Funding & Cost Share Project

The Combination Code exists in HR/Pay to represents a unique set of ChartFields.

Validate the combination code is active as of the date we need.

HRM Partner>Funding>Combination Code Table

HRM Partner> Funding>Department Budget Table USA

The ChartFields Details are linked from the Combination Code Description tab.

A row already existed with the same effective date; the *system assigned* an Eff Seq 1.

Scenario 3 – Multiple Effective Dates - Project

Jayhawk Three (pos 00002979) is to change funding effective 2/1/24 to the following:

- 20% 1000099
- 30% 2151000 KUEA 42123X(CF3) CLASREI073
- 50% 2151605 099

and

change funding effective 3/1/24 to the following:

- 25% 2151000 KUEA 42123X(CF3) CLASREI073
- 75% 2151605 099

Scenario 3 – Multiple Effective Dates

Validate Project and ChartFields



Sponsored Project Budget Summary

Project ID	1000099	Action	Notice of Award
Sponsor	NASA	Action Date	2/27/18
Sponsor Award Number	80NSSC18K0461	KU Award ID	00013062
Flow Thru Sponsor		CFDA	43.001
Award Type	Cooperative Agreement	Fund Code	908
Project Title	Extreme Energy Particle Astrophysics with ANITA-V - University of Kansas Center for Research, Inc. (Co-I)	Research Center	
PI	Besson, David	Organization	2151000-PHSX PHYSICS AND ASTRONOMY
Co-PI		Pre-Award Date	
PAS Team	TEAM 1, PAS	Business Unit	KURES
		F & A Rate Type	KURES MTDC R ON 51.5%
		Rate, %)	03/30/2026
Award Start Date	4/1/18	Award End Date	
Project Start Date	4/1/18	Project End Date	03/30/2026

Notes: FA Return: 2100701=10, 2151763=4~Notice of Award: Per award document from sponsor.~Budsum prepared by B. Montrose

Terms: NASA China Restriction ;

Compliances: Exceptional Collaborator : Exp. Date: ;

Direct/Indirect	Category	Resource Category	Current Budget	Adjustment	Previous Budget
Direct	Subject To F&A	SALARIES - STUDENT	\$17,744.00	\$0.00	\$17,744.00
Direct	Subject To F&A	SALARIES - UNCLASSIFIED	\$5,771.00	\$0.00	\$5,771.00
Direct	Excluded From F&A	TUITION NO F&A	\$4,872.00	\$0.00	\$4,872.00
Direct	Subject To F&A	FRINGE	\$3,602.00	\$0.00	\$3,602.00
Direct	Subject To F&A	SALARIES - KEY PERSONNEL	\$971.00	\$0.00	\$971.00
Direct	Subject To F&A	SUPPLIES AND EXPENSE	\$5,000.00	\$0.00	\$5,000.00
Indirect	Excluded From F&A	FACILITIES AND ADMINISTRATION	\$17,040.00	\$0.00	\$17,040.00
			\$55,000.00	\$0.00	\$55,000.00

DEPT ID 2151000 Fund 908
Project 1000099

Scenario 4 – PI Funding Change

Professor D Besson 00003028 is to have a funding change effective 3/10/24 to the following split:

- 50% 1000099
- 50% 1000098

Scenario 4 – PI Funding Change

Validate Project and ChartFields – Note PI and Key Personnel Category



Sponsored Project Budget Summary

Project ID 1000099 **Action** Notice of Award
Sponsor NASA **Action Date** 2/27/18
Sponsor Award Number 80NSSC18K0461 **KU Award ID** 00013062
Flow Thru Sponsor **CFDA** 43.001
Award Type Cooperative Agreement **Fund Code** 908
Research Center
Project Title Extreme Energy Particle Astrophysics with ANITA-V - University of Kansas Center for Research, Inc. (Co-I) **Organization** 2151000-PHSX PHYSICS AND ASTRONOMY
PI Besson, David **Pre-Award Date**
Co-PI **Business Unit** KURES
PAS Team TEAM 1, PAS **F & A Rate Type** KURES MTDC R ON 51.5%
(Bus. Unit, Base, Rate, %)
Award Start Date 4/1/18 **Award End Date** 03/30/2026
Project Start Date 4/1/18 **Project End Date** 03/30/2026

Notes: FA Return: 2100701=10, 2151763=4~Notice of Award: Per award document from sponsor.~Budsum prepared by B. Montrose

Terms: NASA China Restriction ;

Compliances: Exceptional Collaborator : Exp. Date: ;

Direct/Indirect	Category	Resource Category	Current Budget	Adjustment	Previous Budget
Direct	Subject To F&A	SALARIES - STUDENT	\$17,744.00	\$0.00	\$17,744.00
Direct	Subject To F&A	SALARIES - UNCLASSIFIED	\$5,771.00	\$0.00	\$5,771.00
Direct	Excluded From F&A	TUITION NO F&A	\$4,872.00	\$0.00	\$4,872.00
Direct	Subject To F&A	FRINGE	\$3,602.00	\$0.00	\$3,602.00
Direct	Subject To F&A	SALARIES - KEY PERSONNEL	\$971.00	\$0.00	\$971.00
Direct	Subject To F&A	SUPPLIES AND EXPENSE	\$5,000.00	\$0.00	\$5,000.00
Indirect	Excluded From F&A	FACILITIES AND ADMINISTRATION	\$17,040.00	\$0.00	\$17,040.00
			\$55,000.00	\$0.00	\$55,000.00

2151000
908
1000099
PI

Scenario 4 – PI Funding Change

Validate Project and ChartFields



Sponsored Project Budget Summary

Project ID	1000098	Action	Additional Funds
Sponsor	HONEYWELL	Action Date	2/27/18
Sponsor Award Number	none	KU Award ID	0000010487
Flow Thru Sponsor	US DEPARTMENT OF ENERGY	CFDA	CONTR
Award Type	SubContract	Fund Code	908
Project Title	Research and Development PDRD Tester Security #704893	Research Center	2995000-ITTC 100%
PI	Alexander, Warren	Organization	2995000-ITTC
Co-PI		Pre-Award Date	
AS Team	TEAM 1, PAS	Business Unit	KURES
Award Start Date	12/14/15	F & A Rate Type	KURES MTDC R ON 51.5%
Project Start Date	2/12/18	(Bus. Unit, Base, Rate, %)	
		Award End Date	4/30/24
		Project End Date	4/30/24

Notes: See notes on page 2.

Terms: Hiring Restriction - Foreign Nationals ; Publication Delay Up to 120 Days;

Compliances: See notes on page 2.

Direct/Indirect	Category	Resource Category	Current Budget	Adjustment	Previous Budget
Direct	Subject To F&A	SALARIES - STUDENT	\$17,461.00	\$0.00	\$17,461.00
Direct	Subject To F&A	SALARIES - UNCLASSIFIED	\$4,947.00	\$0.00	\$4,947.00
Direct	Excluded From F&A	TUITION NO F&A	\$10,892.00	\$0.00	\$10,892.00
Direct	Subject To F&A	FRINGE	\$7,175.00	\$0.00	\$7,175.00
Direct	Subject To F&A	OTHER EXPENSES	\$2,767.00	\$0.00	\$2,767.00
Direct	Subject To F&A	SALARIES - KEY PERSONNEL	\$9,952.00	\$0.00	\$9,952.00
Indirect	Excluded From F&A	FACILITIES AND ADMINISTRATION	\$21,786.00	\$0.00	\$21,786.00
			\$74,980.00	\$0.00	\$74,980.00

2995000
908
1000098

Scenario 5 – Multiple Effective Dates

Professor D Besson 00003028 is now to have funding changed effective 3/15/24

- 50% 1000099
- 50% 2151000-099

and effective 4/1/24

- 100% 2151000-099

• *and then* effective 5/1/24

- 50% 1000099
- 50% 1000098

Scenario 5 – Multiple Effective Dates

Validate Project and ChartFields – Note PI and Key Personnel Category



Sponsored Project Budget Summary

Project ID	1000099	Action	Notice of Award
Sponsor	NASA	Action Date	2/27/18
Sponsor Award Number	80NSSC18K0461	KU Award ID	00013062
Flow Thru Sponsor		CFDA	43.001
Award Type	Cooperative Agreement	Fund Code	908
Project Title	Extreme Energy Particle Astrophysics with ANITA-V - University of Kansas Center for Research, Inc. (Co-I)	Research Center	
PI	Besson, David	Organization	2151000-PHSX PHYSICS AND ASTRONOMY
Co-PI		Pre-Award Date	
PAS Team	TEAM 1, PAS	Business Unit	KURES
Award Start Date	4/1/18	F & A Rate Type	KURES MTDC R ON 51.5%
Project Start Date	4/1/18	(Bus. Unit, Base, Rate, %)	03/30/2026
		Award End Date	
		Project End Date	03/30/2026

Notes: FA Return: 2100701=10, 2151763=4~Notice of Award: Per award document from sponsor.~Budsum prepared by B. Montrose

Terms: NASA China Restriction ;

Compliances: Exceptional Collaborator : Exp. Date: ;

Direct/Indirect	Category	Resource Category	Current Budget	Adjustment	Previous Budget
Direct	Subject To F&A	SALARIES - STUDENT	\$17,744.00	\$0.00	\$17,744.00
Direct	Subject To F&A	SALARIES - UNCLASSIFIED	\$5,771.00	\$0.00	\$5,771.00
Direct	Excluded From F&A	TUITION NO F&A	\$4,872.00	\$0.00	\$4,872.00
Direct	Subject To F&A	FRINGE	\$3,602.00	\$0.00	\$3,602.00
Direct	Subject To F&A	SALARIES - KEY PERSONNEL	\$971.00	\$0.00	\$971.00
Direct	Subject To F&A	SUPPLIES AND EXPENSE	\$5,000.00	\$0.00	\$5,000.00
Indirect	Excluded From F&A	FACILITIES AND ADMINISTRATION	\$17,040.00	\$0.00	\$17,040.00
			\$55,000.00	\$0.00	\$55,000.00

Scenario 5 – Multiple Effective Dates

Validate Project and ChartFields



Sponsored Project Budget Summary

Project ID	1000098	Action	Additional Funds
Sponsor	HONEYWELL	Action Date	2/27/18
Sponsor Award Number	none	KU Award ID	0000010487
Flow Thru Sponsor	US DEPARTMENT OF ENERGY	CFDA	CONTR
Award Type	SubContract	Fund Code	908
Project Title	Research and Development PDRD Tester Security #704893	Research Center	2995000-ITTC 100%
PI	Alexander, Warren	Organization	2995000-ITTC
Co-PI		Pre-Award Date	
AS Team	TEAM 1, PAS	Business Unit	KURES
Award Start Date	12/14/15	F & A Rate Type (Bus. Unit, Base, Rate, %)	KURES MTDC R ON 51.5%
Project Start Date	2/12/18	Award End Date	4/30/24
		Project End Date	4/30/24

Notes: See notes on page 2.

Terms: Hiring Restriction - Foreign Nationals ; Publication Delay Up to 120 Days;

Compliances: See notes on page 2.

Direct/Indirect	Category	Resource Category	Current Budget	Adjustment	Previous Budget
Direct	Subject To F&A	SALARIES - STUDENT	\$17,461.00	\$0.00	\$17,461.00
Direct	Subject To F&A	SALARIES - UNCLASSIFIED	\$4,947.00	\$0.00	\$4,947.00
Direct	Excluded From F&A	TUITION NO F&A	\$10,892.00	\$0.00	\$10,892.00
Direct	Subject To F&A	FRINGE	\$7,175.00	\$0.00	\$7,175.00
Direct	Subject To F&A	OTHER EXPENSES	\$2,767.00	\$0.00	\$2,767.00
Direct	Subject To F&A	SALARIES - KEY PERSONNEL	\$9,952.00	\$0.00	\$9,952.00
Indirect	Excluded From F&A	FACILITIES AND ADMINISTRATION	\$21,786.00	\$0.00	\$21,786.00
			\$74,980.00	\$0.00	\$74,980.00

Scenario 5 – Multiple Effective Dates with Issue

Professor D Besson 00003028 that his funding should be changed effective 3/15/24

- 50% 1000099
- 50% 2151000-099

and effective 4/1/24

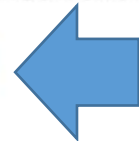
- 100% 2151000-099
- *and then effective 5/1/24*

- ~~50% 1000098~~
- ~~50% 1000099~~



Sponsored Project Budget Summary

Project ID	1000098	Action	Additional Funds
Sponsor	HONEYWELL	Action Date	2/27/18
Sponsor Award Number	none	KU Award ID	0000010487
Flow Thru Sponsor	US DEPARTMENT OF ENERGY	CFDA	CONTR
Award Type	SubContract	Fund Code	908
Project Title	Research and Development PDRD Tester Security #704893	Research Center	2995000-ITTC 100%
PI	Alexander, Warren	Organization	2995000-ITTC
Co-PI		Pre-Award Date	
PAS Team	TEAM 1, PAS	Business Unit	KURES
		F & A Rate Type (Bus. Unit, Base, Rate, %)	KURES MTDC R ON 51.5%
Award Start Date	12/14/15	Award End Date	4/30/24
Project Start Date	2/12/18	Project End Date	4/30/24



Notes: See notes on page 2.
 Terms: Hiring Restriction - Foreign Nationals ; Publication Delay Up to 120 Days;
 Compliances: See notes on page 2.

Direct/Indirect	Category	Resource Category	Current Budget	Adjustment	Previous Budget
Direct	Subject To F&A	SALARIES - STUDENT	\$17,461.00	\$0.00	\$17,461.00
Direct	Subject To F&A	SALARIES - UNCLASSIFIED	\$4,947.00	\$0.00	\$4,947.00
Direct	Excluded From F&A	TUITION NO F&A	\$10,892.00	\$0.00	\$10,892.00
Direct	Subject To F&A	FRINGE	\$7,175.00	\$0.00	\$7,175.00
Direct	Subject To F&A	OTHER EXPENSES	\$2,767.00	\$0.00	\$2,767.00
Direct	Subject To F&A	SALARIES - KEY PERSONNEL	\$9,952.00	\$0.00	\$9,952.00
Indirect	Excluded From F&A	FACILITIES AND ADMINISTRATION	\$21,786.00	\$0.00	\$21,786.00
			\$74,980.00	\$0.00	\$74,980.00

REV 1/2024

Scenario 6 – Multiple Dates & Override Fringe

Effective 2/5/24 Polly Staff is to be paid from
KAN0060647 100% (Position 00208166 -2930000)

- Project KAN0060647 does not allow fringe cost.
- 100% of the Fringe will be covered by departmental funds 2930000-099

Effective 5/1/24 Polly's salary will be switched to
100% from the departmental funds 2930000-099

Scenario 6 – Multiple Dates & Override Fringe



Sponsored Project Budget Summary

Action: * No Cost Time Extension

Credit:

Project Number: KAN0060647
Agency: KS Water Office
Award Number: 15-111-P1
Budget Period: 10/1/2014 - 5/1/2026
Research Type: Federal
Project Status: Open

PI	Shi, Jin	40.00
CPI	Edward, Greg	30.00
	Cox, June	30.00

CFDA: 66.461

Admin Unit: Bureau Child Research 2930000
Research Center: Bureau Child Research 2930000

Title: Study of Studing Science

Compliances	Number	Exp. Date
None Reported		

Budget

				Current Budget
717-Federal Sponsored Research	Salary & Fringe	11002	Other	60,180.00
		11003	Key Personnel	17,308.00
		11006	FNORD	0.00
		11101	Students	8,000.00

When adding or removing Overrides:

1) Insert the new effective date row.

1) Delete all Distribution rows on each page.
(Earnings, Deductions and Taxes)

“Clean your plate.”

Scenario 6 – Multiple Dates & Override Fringe

After deleting every distribution row for each page/tab, enter the new funding in each of the 3 pages: Earnings, Deductions and Taxes, then Save.

(Do not save in between tab/pages.)

Upon Save *the system* will check or uncheck the Override box.



Scenario 7 - Same Date as Previous Row

When a row exists with the same effective date as the row that is being entered, *the system* assigns the next effective sequence.

Position 00200596 effective 3/1/24 change to
1511600-099

Scenario 8 – Funding Setup Request

You have been asked to fund Jacob Staff from the following ChartFields:

DEPT ID 1520300

Fund 099

Jacob is a Regular, Unclassified Employee on Position 00012345

When searching for the combination code your results are “No matching values were found.” then...

You then look in the DEPT ID table – (Department CF) and “No matching values were found.”

Scenario 9 – Funding Setup Request

- Contact the Budget Officer to see if DEPT ID is valid to be used for Payroll or an incorrect number was provided.
- If valid, confirm who will be submitting the Funding Set Up Request form to the Budget Office.
 - Funding Set Up Request form (Requesting: Combination Codes, Pool ID and Payroll acceptable DeptID/Cost Centers.)
 - Link to the Funding Set Up Request form:
<https://inowformsprivate.ku.edu/fs?form=Funding%20Set%20Up%20Request%20Form>

Scenario 10 –PI Usage and Key Personnel Line

Using the Budget Summary for FED0098989, could you fund Amir Khan from the Key Personnel Line?

Action:		*No Cost Extension		E-VERIFY	
Project Number:		FED0098989		Credit:	
Agency:		US Dept of Transportation			
Award Number:		15-C-UAS-KU-01			
Budget Period:		10/1/2015 - 12/30/20			
Research Type:		Federal			
		PI	Harris, Ted	65.00	
		CPI	Khan, Amir	45.00	

No, only “**the PI**” Ted Harris is allowed to be charged to the **Key Personnel** Line.

Scenario 11 – KUEA & Funding Setup Request

If you are asked to fund Huntley Jones from KUEA 56789 and 56789X does not exist in the Combination Code table and then in checking does not exist in ChartField 3 table what do you do?

- Confirm with the Budget Officer that is a valid and appropriate KUEA number to be used.
- If it is, determine who will process the Funding Set Up Request Form and submit to the Budget Office.
- You will need to provide the DEPT ID/Cost Center that you want to use with the CF3 and Fund 725

Link to the Funding Set Up Request form

<https://inowformsprivate.ku.edu/fs?form=Funding%20Set%20Up%20Request%20Form>

Scenario 12 – Pool ID Funding Setup Request

You searched and are not able to find a Position Pool ID with the funding that you want, what do you do?

- ❖ May look in HR/Pay or file results in [PRD Share>HRPay Fund Audit](#) (OAC Pool ID report in testing!)

If it is Project funded or 9XX funding or DEPT ID 2301XXX or 2302XXX – Submit Funding Set Up Request form to Office of Research. Link to the Funding Set Up Request form:

<https://inowformsprivate.ku.edu/fs?form=Funding%20Set%20Up%20Request%20Form>

If not the above – contact the Budget Officer to see if they have a number to assign and also who will submit Funding Set Up Request form to the Budget Office. Link to the Funding Set Up Request form:

<https://inowformsprivate.ku.edu/fs?form=Funding%20Set%20Up%20Request%20Form>

If a combination Research and Budget – follow the contacts above and submit the Request Form to the Budget Office.

Contacts

Human Resource Management
Pam Burkhead
pburkhead@ku.edu

Office of Research
Kara McDowell
kemcdowell@ku.edu