



Office of the Vice President for Research Standard Operating Procedure

I. Purpose

II. Introduction

III. the appropriate detailed ~~steps~~ to hire and set up/ad just payroll distributions e.g. costing allocations or ~~in~~lay for grant personnel. In certain situations the PAS will need to ~~work~~ with the ~~appropriate~~ college/school personnel to hire and/or ad ~~just~~ the payroll distribution for the grant personnel. In reviewing the budget for a grant the PAS should recognize ~~the~~ ~~steps~~ need to be taken for the various personnel situations.

Reminders include:

