

Request to Open a Project's Accounting, Financing and Budgetary Structure

FINANCIAL SERVICES

1. Requestor Identification

Principal Investigator Name

Department

Faculty

2. Accounting Structure

Title of the Project

Purpose/Description
of the Project

Project Start Date:

YYYY-MM-DD

Project End Date:

*If no end date is provided, the default
will be 5 years from the Start Date.*

Reporting Requirement(s)

Due Date

YYYY-MM-DD

3. Financing Structure

Financed by: **Internal Fund(s)**

Fund #

Amount \$

P.I.'s Authorization

Name

Signature

Fund #

Amount \$

P.I.'s Authorization

Fund #

Amount \$

P.I.'s Authorization

Financed by: **Internal Fund(s)**

Fund #

Amount \$

P.I.'s Authorization

Name

Signature

Fund #

Amount \$

P.I.'s Authorization

Fund #

Amount \$

P.I.'s Authorization

Financed by: **Internal Fund(s)**

Fund #

Amount \$

P.I.'s Authorization

Name

Signature

Fund #

Amount \$

P.I.'s Authorization

Fund #

Amount \$

P.I.'s Authorization

External Entity/Entities

Entity	Amount \$
Owner of Unspent Balances at Project Closure	1. Concordia Return to Fund: 2. Remitted back to supplier

Collateral Fund

This fund will be accountable for any deficits incurred by the project

U

P.I.'s Authorization

Name

Signature

4. Budgetary Structure

Spending Restrictions

5. Required Documents to Enclose - Check to confirm required documents are attached to form

<u>Internally Funded</u>	<u>Externally Funded</u>	<u>Conferences</u>
Budget	Budget	Budget
	Legal Agreement	Prior Approval Form
		Grenadine Pricing Tool

6. Authorizing Structure

Principal Investigator

Name

Employee ID

Signature

Spending Limit

Alternate Signing Authority

Name

Employee ID

Signature

Spending Limit

Faculty Dean

Name

Employee ID

Signature

Spending Limit

7. For Financial Services use only

Name Employee ID

Fund Type

Index

Organization

Preceding Fund

Program

Activity

Location

P.I. Manager

ACUMAE or CUPEU PDA account? Yes No *If yes, add Concur audit rule for approval flow

8. UNITY Conversion Information

Please fill out the following details to enable this new account to be accurately mapped in the UNITY system for conversion.

If you are unfamiliar with the UNITY financial structure, please contact your department/faculty's finance officer for assistance.

Please select **one** of the following UNITY cost objects to convert this BANNER account to:

Internal Order (IO) :

IO Type (select from drop-down):

IO number will be automatically generated by the system

Responsible Cost Center for this IO type:

(should be an existing CC in the UNITY financial structure)

IO #: please provide the IO # if you would like this account to be mapped to an existing IO in the UNITY financial structure

WBS

Existing WBS #

New WBS

Responsible Cost Center for new WBS

Cost Center , please provide existing Cost Center # from the departments UNITY financial structure

Cost Center owner

Name

Signature

To be completed by Financial Services

Fund:

Functional Area:

Supporting information to complete section 8

Your department's respective Budget/Faculty Financial Officer has an approved SAP financial structure and can guide you on the differences between the various cost elements.

Capital accounts are all WBS elements.

Descriptions of the IOs types are detailed below. IO groupings are for reporting purposes only, and the selection of IO type is determined based on what/use the IO is for. This cannot be changed once the IO is created in the new system.

IO Type	Definition/Criteria
Academic initiative (Z210)	On going/permanent academic initiative that is not a stand alone department
Academic initiative (Grant)	Including MEES specific grant (H&T; prog:POQG)
Administrative/Operational Initiative (Z220)	On going/permanent operational initiative that is not a stand alone department e.g. office supplies or costs shared with the whole sector or dept and the costs need to be reported or tracked.
Event (non fundraising) (Z230)	All university events across all departments : can include conferences, trainings, student competition etc...
Communications (Z240)	Communications and marketing initiatives that are supplementary to the departments core purpose
Operational Support Allocated for Initiative (Z260)	Support from the university for an on going/long term service or activity. e.g. CFO supporting an OTO pilot project.
Internal Research (Grant) (Z270)	Funding provided from the operational budget to support internal research
Research- non Grant (Z271)	
Strategic Academic Initiatives (Z280)	Support from the university for a short term or one time service or activity, primarily academic, appropriation, contingency funds,
Strategic Institutional Initiatives (Z290)	Support from the university for a short term or one time service or activity, and institutional Funding reserves, innovation (ex: 4th spaces), appropriation, contingency fund,
Student Support/Awards (Z300)	Funding allocated to students/student groups. Awards, bursaries etc...
Student - Athletic Initiatives (Z310)	Funding allocated to student athletic teams and initiatives supporting the teams
Student - Services (Z320)	Funding allocated to student service initiatives
PDA (Z330)	Professional Development Allowances
Recruitment (Z340)	Recruitment initiatives, that are supplementary to the departments core purpose : can be for recruiting students/faculty/staff
Fundraising (Z350)	Fundraising / Event
External Research (Grant) (Z400)	
Indirect Cost of Research (Z410)	ICR Federal and Provincial : There will be specific allowability rules.
Agency (Fund) (Z900)	
Fiduciary (Grant) (Z910)	