

SPA'S TOP 10 LIST

-Approvals-

1. SPA reviews and approves almost all transactions and adjustments made to sponsored projects, prior to the completion of the transaction, to ensure the appropriateness of the transaction/adjustment.
2. SPA must be the final approver on all Check Requests, Invoices, Travel Advances, and Travel Reports.
3. When placing documents online under budgets 3403, 3411, 3420, 3440, 3455, 3540, 3550, 3553, 3575, 3576, and 63, please include a trail document with justification on how the item benefits the scientific nature of the grant. Justification is not needed if the item is specifically included in the budget justification of the grant proposal.
4. When using budget object codes 3000-3003, please include a consultant form. SPA can fax you a blank form if you need one.
5. When placing a Check Request online, please remember to remove the sales tax as it cannot be charged to a federal grant.
6. For more information on Check Requests, including where to send proper documentation, please see Check Request Guidelines on the SPA website: <http://spa.wustl.edu/admin.html>.
7. When putting a Travel Report online, please remember to separate the registration expense into budget 3605 and include a breakout of daily meals when the daily total is greater than or equal to \$50.
8. For instructions on preparing a Journal and cross-referencing, please refer to <http://aishelp.wustl.edu> and go to the System Helpful Hints link under Help Information.
9. When putting Budget Adjustments online, please include an overhead adjustment when applicable, and check the fund profile for the appropriate rate.
10. Please refer to <http://spa.wustl.edu/contact.html> and click on Fund Ranges for the appropriate SPA contact for each fund range.