Florida State University
Sponsored Research Administration
SRAD PROJECT REQUEST FORM

Project Title	
Purpose of Project	

Principal Investigator (PI)		PI Employee ID		Email	
Department Contact		Phone		Email	

Dept ID		Dept Name	

Attach a completed & signed Expenditure Transfer Journal Entry Form. Note: SRA will assign a project number upon OVPR approval.

Award Begin Date:		Award End Date:		Initial Budget Amount	

ADDITIONAL TEAM MEMBERS

Project Spending Authority for non-travel transactions:
- **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

Project Travel Approver:
- 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 Approvel cannot approve his/her own travel.

Name		OMNI Employee ID	

REQUIRED APPROVAL SIGNATURES:

PI Signature		Date:	
Chair Signature		Date:	
Dean Signature		Date:	

OVPR USE ONLY

☐ Approved ☐ Disapproved	Fund		WAV Code		HERD Code		Purpose Code	
Award Amount		Date:		OVPR Signature				