Request to Spend Funds – DEAN/Delegated Approver

The RTSF process is now fully electronic. Approvals will route through Click workflow. All RTSF's will be initiated by the study staff and PI. You will not have to enter any information in this step, just review and approve or disapprove, just as you would the paper RTSF form. Let's begin:

You will receive the following notification if the RTSF has been approved by the Chair but requires Dean Approval:

Department Chair has sent a Request to Spend Funds for your review/approval. Please log in to here (link to proposal) to view the Request to Spend Funds.

1. Select the RTSF – Dean Review Activity on the left hand menu.

2. Review the information carefully. You will have two options to choose from:

> **Option 1:** The Department Chair has endorsed this request but is unable to provide funding for losses incurred as a consequence of the approval of this request. I concur with the Department Chair's recommendation and will provide such funding if required. (This selection will send the request to the HSC Sponsored Projects / PreAward Office for approval)
>
> **Option 2:** The Dean's Office does not have available funds to cover. The request is denied. (This selection will withdraw the RTSF)

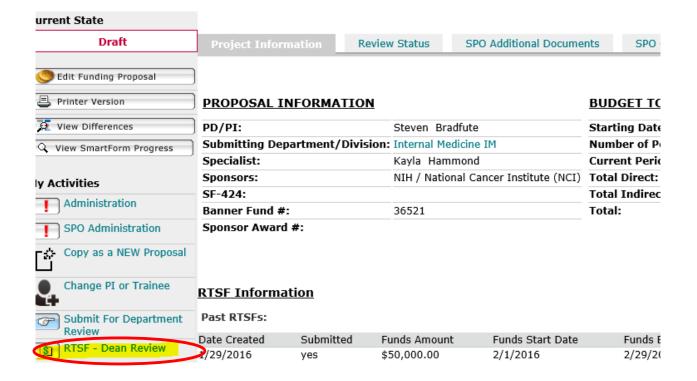3. After making your selection, the RTSF will be routed accordingly.

If you have any questions regarding the RTSF information, please contact the Principal Investigator (name here) and/or Department Chair (name here).

If you have any questions regarding the RTSF Electronic Process, please contact your assigned Sponsored Projects Officer (name here).

Thank you

The notification will ask you to log in and review/approve the request. You will be able to log in from the link in the notification.

Once logged in, you will click on "RTSF – Dean Review" Activity

A pop-up screen will appear where you will review the project information. This is all the same information that would be provided on the paper RTSF.

You will be asked to certify you are the Dean or have permission from the Dean to approve the request.

You are then provided with 2 options:

1) Approve (this means the RTSF will be routed to PreAward for approval)

2) Disapprove the request (this means the project will be withdrawn from the system and the RTSF will have to be re-initiated)

Once you make your selection, click "OK" and the RTSF will route accordingly. Your action item is complete.

RTSF - Dean Review

Please Review Request to Spend Funds Below and Indicate Your Decision

Principal Investigator	PI Test
Proposal Number	FP00000010
Department	Internal Medicine IM
PI's Org Code	523D
Funding Agency	NIH / National Institutes of Health
Project Title	Project Testing (Aida)
Type of Award	Cost-Reimbursement (Sub) Contract
Award Cycle	Funding Submission
Fund/Index Number	
Anticipated Award Start Date	10/1/2015
Anticipated Award End Date	6/30/2017

Anticipated Funds:

Period Number	Start Date	Requested Amount
View 1	10/1/2015	$75,000.00
View 2	10/1/2016	$75,000.00

Requested Funds Start Date	2/11/2016
Requested Funds End Date	2/29/2016
Requested Funds Amount	$56.00
Admin Contact Name	Deborah Benninghoff
Admin Contact Email	DBenninghoff@salud.unm.edu
PI Justification	test
Department Chair Decision	ID00000002

Listed Dean (Or Second-Level Approver): Rae Ann Paden

I certify that I am either the person listed above, or I have obtained their explicit permission to approve this request.
◉ Yes ○ No   Clear

Dean's Decision:

◉ View The Department Chair has endorsed this request but is unable to provide funding for losses incurred as a consequence of the approval of this request. I concur with the Department Chair's recommendation and will provide such funding if required.

○ View The Dean's Office does not have available funds to cover. The request is denied.