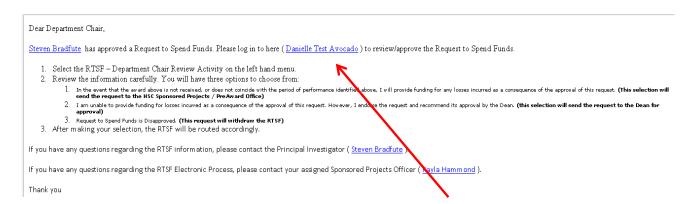# Request to Spend Funds – Department Chair/Delegated Approver

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:
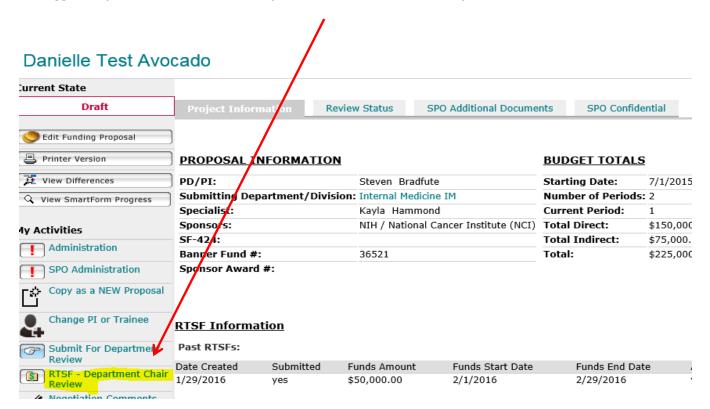
You will receive the following notification once the RTSF has been approved by the PI:

Dear Department Chair,

Steven Bradfute has approved a Request to Spend Funds. Please log in to here (Danielle Test Avocado) to review/approve the Request to Spend Funds.

1. Select the RTSF – Department Chair Review Activity on the left hand menu.
2. Review the information carefully. You will have three options to choose from:
    1. In the event that the award above is not received, or does not coincide with the period of performance identified above, I will provide funding for any losses incurred as a consequence of the approval of this request. **(This selection will send the request to the HSC Sponsored Projects / PreAward Office)**
    2. I am unable to provide funding for losses incurred as a consequence of the approval of this request. However, I endorse the request and recommend its approval by the Dean. **(this selection will send the request to the Dean for approval)**
    3. Request to Spend Funds is Disapproved. **(This request 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 (Steven Bradfute).

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

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.

Note: Login instructions can also be found at: http://hsc.unm.edu/financialservices/preaward/click-era/index.html

Once logged in, you will click on "RTSF – Department Chair 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 that you are either the Chair or that you have Chair permission to approve an RTSF on the Chair's behalf.

You will then be provided with 3 options:

1) To provide funding if the project is not received (this means the RTSF will be routed to PreAward for approval)

2) Approve the request but ask for Dean to fund if project funding is not received (this means the RTSF will be routed for Dean approval)

3) 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 - Department Chair 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	2/18/2016
Requested Funds End Date	2/29/2016
Requested Funds Amount	$50,000.00
Admin Contact Name	Deborah Benninghoff
Admin Contact Email	DBenninghoff@salud.unm.edu
PI Justification	test

Listed Department Chair (Or First Level Approver): Queen Elizabeth

* I certify that I am either the Department Chair listed above, or that I have explicit permission from the Department Chair to approve this request on their behalf.

◉ Yes ○ No   Clear

* **Department Chair Decision:**

◉ View In the event that the award above is not received, or does not coincide with the period of performance identified above, I will provide funding for any losses incurred as a consequence of the approval of this request

○ View I am unable to provide funding for losses incurred as a consequence of the approval of this request. However, I endorse the request and recommend its approval by the Dean.

○ View Request to Spend Funds is Disapproved