Chelsea Herrington updates forms with new fiscal year information for correct calculations and notifies campus of new forms & deadlines (usually Oct. 1st & Mar. 1st)

Dept. or dean’s office fills out form and completes Edoc. Once appropriate signatures obtained, the forms are sent to Academic Resources.

Academic Resources reviews Buyout form for valid charging account balance, calculations, signatures, and for valid crediting account numbers. Review of Edoc is done to check for correctness

Valid Buyout?

If valid and charged to grant account, Academic Resources delivers documents to Sponsored Program for review.

Valid Buyout and approved?

If problematic, follow-up with dean’s office

If valid and not charged to grant account, Academic Resources delivers to Human Resources

Human Resources does a final review

Valid EDOC?

If problematic, follow-up with dean’s office

If valid, processes document

If not valid and problematic, returned to dean’s office