## Form Processing within the Center for Nursing Research, Scholarship & Innovation (CNRSI)

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
<th>Submit form to:</th>
<th>Research Admin Processing</th>
<th>Associate Dean Admin Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Travel Forms</strong></td>
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| Absence from the University (pre-trip)    | Designate coverage of responsibilities during travel if traveling during appointment  
   - Estimated Costs along with account numbers for reimbursement must be provided!  
   - International travel must be entered into the University travel database – contact aguila25@msu.edu. | Julie Dlugos     |                             | 1. To Research Admin for account approval  
2. Obtain Research Associate Dean approval – goes back to Julie Dlugos  
3. Scan, then route to: Associate Dean for Academic Affairs (if teaching faculty) and/or the Dean |
| Pre-trip Travel Authorization             | Receive authorization to use University funds for business travel; invokes University travel insurance | Julie Dlugos     | Confirm account number/fund availability | 1. To Research Admin for account approval  
2. Obtain Research Associate Dean approval – goes back to Julie Dlugos  
3. Scan, file in travel auth folder, then route to: Traveler |
| **Human Resource (staff related) Forms**  |                                                                         |                 |                           |                                 |
| CON Personnel Action Request Form – new hire | Receive authorization to hire staff on University account number | Julie Dlugos     | Confirm account number/fund availability | 1. To Research Admin for account approval  
2. Obtain Research Associate Dean approval – back to Julie Dlugos  
3. Route to CON HR Administrator |
| CON Personnel Action Request form – volunteer | Receive approval for new volunteer                                       | Julie Dlugos     | Determine if background check is necessary | 1. To Research Admin for account approval  
2. Obtain Research Associate Dean approval – back to Julie Dlugos  
3. Route to CON HR Administrator |
| NRC Termination Checklist                 | Terminate staff from University account number                           | Julie Dlugos     | Terminate N:/ drive access, update in compliance database | 1. Julie Dlugos to send to undergraduate CNRSI student to update compliance  
2. Route to CON HR Administrator |
| CON Personnel Action Request Form – change wage, account, etc. | Increase/decrease hourly wage for University hourly employee | Julie Dlugos     | Confirm account number/fund availability | 1. To Research Admin for account approval  
2. Obtain Research Associate Dean approval – back to Julie Dlugos |
| **CON Recommendation form for Graduate Assistant** | Process Graduate Assistant appointment | Julie Dlugos | Confirm account number/fund availability | 1. Obtain Research Associate Dean approval  
2. Route to CON HR Administrator |
| **HIT Forms** |  |  |  |  |
| **HIT New User Account Request** | Request new HIT user account | Julie Dlugos |  | 1. Obtain Research Associate Dean approval  
2. Route to OSS Facility Manager after submitting HIT service request |
| **HIT Account Termination Request** | Terminate HIT user account | Julie Dlugos |  | 1. Obtain Research Associate Dean approval  
2. Julie to send to undergraduate CNRSI student to update compliance  
3. Route to OSS Facility Manager after submitting HIT service request |
| **HIT Share Drive Request** | Request new dedicated share drive for private file storage | Julie Dlugos |  | 1. Obtain Research Associate Dean approval  
2. Route to OSS Facility Manager after submitting HIT service request |
| **Purchase/Reimbursement (route as indicated based on account number)** |  |  |  |  |
| **Requests for Reimbursement or Payment** | Initiate an EBS purchase requisition or disbursement voucher; purchase an item via an MSU p-card; pre-approve a purchase | GA013811 account (includes subaccounts) – submit to Julie Dlugos  
RC or CTSI accounts – submit to Kelly Bourne | Confirm account number/fund availability  
Initiate EBS doc if research support is not available |  |
| **Travel Reimbursement/Receipts** | Request reimbursement following trip completion | Julie Dlugos for GA013811 account (includes subaccounts) | Confirm account number/fund availability  
Initiate EBS doc if research support is not available |  |
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<th><strong>Proposal Planning Forms (route to assigned Research Administrator)</strong></th>
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| **Intent to Submit** | Notify the Research Center of plan to submit a proposal  
Barbara Given, Anne Thomas and Kelly Bourne  
Setup for submission |
| **Cost Share Request** | Request mandatory cost share from the Associate Dean for Research (voluntary cost share will generally not be approved)  
Kelly Bourne  
Confirm cost share is mandatory. Route to Associate Dean Admin Support. |
| **Corporate/Foundation Funding Request** | Notify University Advancement of plan to submit a proposal to a corporation or foundation  
Kelly Bourne  
Route to Nursing Development Office. |