Research or Conference Account Request

SPONSORED PROGRAMS REQUEST CRITERIA

University personnel use a Research or Conference Account Request (RCAR) form to request a new account when:

- An account is required for a faculty member or graduate student sponsoring their own research.
- A new sub-account is required for an existing home account.
- An account is required for a WSU internal competition award.

An internal competition is a competitive process in which WSU serves as the grantor or granting agency. The awarding department/area may choose to use an RCAR as the award document if there is no other award document. In some cases an official award letter is issued, rather than an RCAR.

- An account is required for a conference, seminar, or workshop related to a sponsored agreement.
- A new blanket research account is required.

Blanket research accounts are for use by College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) personnel only.

Other Uses of RCAR

Other uses of the RCAR include requests for accounts for conferences, seminars, or workshops not related to sponsored agreements. Such requests require approval from General Accounting; telephone 509-335-2013 for assistance.

Account criteria include: beginning date, name of principal investigator, program-budget-project account coding, and appropriate signatures. NOTE: Check the applicable box if requesting a transaction code for credit card processing.

New account requests for purposes other than those listed above require approval from the Office of Research Support and Operations (ORSO) and/or General Accounting, as applicable.

Questions

Direct questions regarding the Research or Conference Account Request to Sponsored Programs Services (SPS), telephone 509-335-2058.

GENERAL GUIDELINES

This process is not intended to provide a means to by-pass standard institutional approval systems for sponsored programs.
Research or Conference Account Request

Expenditures Monies deposited to such accounts are expended in accordance with existing state and University policies.

Title to Equipment Title to purchased equipment resides with the University.

Intellectual Property Intellectual property developed using a Research or Conference Account is subject to University intellectual property policies. See BPPM Chapter 35 and the Faculty Manual.

Overdrafts/Disallowances By approving the Research or Conference Account Request, the department chair or designee acknowledges that the department is responsible for any overdrafts or disallowances related to the use of the account.

SELF-SPONSORED RESEARCH ACCOUNTS

Use of Funds Use of account funds is subject to University policies and procedures and state of Washington regulations and statutes. Regardless of the source, these funds are considered assets of the University. Funds must be expended in a manner that promotes the University-related purposes as documented and approved on the Research or Conference Account Request. If not fully expended, any remaining balance will not be returned to an employee.

IRS The Internal Revenue Service does not allow an individual to claim as a tax deduction a contribution to a research account under his or her control.

Deposits Checks payable to WSU from external sponsors may not be deposited to a self-sponsored research account. Accounts supported by external sponsors must be established and approved through the process described in BPPM 40.02.

RESEARCH OR CONFERENCE ACCOUNT REQUEST

Proper completion and routing of a Research or Conference Account Request (RCAR) form helps ensure that the account request has the support of area and department officers and is approved by ORSO when required.

Completing the Form The following numbered instructions correspond to numbers in Figure 1. Unexplained form sections are considered self-explanatory.

Department Contact (1) Enter the name of the administrator who completed the RCAR form and is able to answer questions regarding the sponsored project.
**Research or Conference Account Request**

<table>
<thead>
<tr>
<th>DEPARTMENT CONTACT</th>
<th>TELEPHONE</th>
<th>AG RESEARCH CODE(S)</th>
<th>OGRD #</th>
<th>ACCOUNT NUMBER</th>
<th>PROG-BUDGET-PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF ACCOUNT</th>
<th>PRINCIPAL INVESTIGATOR</th>
<th>CONTACT NUMBER</th>
<th>BEGIN DATE OF ACCOUNT</th>
<th>TERMINATION DATE OF ACCOUNT</th>
<th>HOME ACCOUNT NUMBER</th>
<th>PROG-BUDGET-PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>PURPOSE OF ACCOUNT/REASON FOR EXTENSION/REMARKS</th>
<th>BUDGET DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OBJECT CATEGORY 12</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>00 - SALARIES</td>
</tr>
<tr>
<td></td>
<td>01 - WAGES</td>
</tr>
<tr>
<td></td>
<td>03 - GOODS, SERVICES, EQUIPMENT &lt; $5000</td>
</tr>
<tr>
<td></td>
<td>04 - TRAVEL</td>
</tr>
<tr>
<td></td>
<td>05 - COMPUTING</td>
</tr>
<tr>
<td></td>
<td>06 - EQUIPMENT, CAPITAL</td>
</tr>
<tr>
<td></td>
<td>07 - EMPLOYEE BENEFITS</td>
</tr>
<tr>
<td></td>
<td>11 - TELEPHONE, EQUIPMENT RENTAL</td>
</tr>
<tr>
<td></td>
<td>13 - F&amp;A COSTS</td>
</tr>
<tr>
<td></td>
<td>16 - OTHER NONCAPITALIZED EQUIPMENT</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

14. **Expenditure Restrictions**

<table>
<thead>
<tr>
<th>APPROVALS</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

*Principal Investigator (For single account or originating account, if transfer—see columns 1 or 2)*

*Principal Investigator (For recipient account, if transfer to new sub-account budget—see column 5)*

**DEPARTMENT CHAIR / DEPARTMENT ADMINISTRATOR**

**Dean/Equivalent Administrator**

**OGRD (programs 11-14)**

**AWARD FROM WSU**

**INTERNAL COMPETITION**

**CONFERENCES**

**OTHER**

**Check if this is an extension of a current account.**

**Check if the balance is to be refunded at termination.**

**Check if requesting a transaction code for credit card processing.**

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**Ag Research Code (2)**

For use by College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) Finance Office personnel only.

**ORSO # (3)**

Complete, if known. Include the activity number, if applicable. This number is available in the ORSO database.

To view the ORSO database, go to:

myresearch.wsu.edu/

**Account Number (4)**

**New Accounts**

Enter the applicable 4-digit budget number. Sponsored Programs Services or designee completes this block when the account number is assigned.
Research or Conference Account Request

**Existing Accounts**  
Provide the program-budget-project number of the existing account.

**Principal Investigator (5)**  
Enter the name of the principal investigator (PI) responsible for the requested project. Enter the full name, not a nickname. If more than one PI is responsible for the requested account, enter the additional names under **Remarks**.

**Begin Date of Account (6)**  
For all new accounts, enter the appropriate begin date.

For new sub-accounts, enter the begin date which is assigned to the home account.

For existing accounts, leave this field blank.

**Termination Date of Account (7)**  
Enter the appropriate termination date.

**New Sub-account**  
For new sub-accounts, enter the termination date assigned to the home account.

**Extension to Existing Account**  
When requesting an extension to an existing account, enter the revised termination date.

**Home Account (8)**  
If the project account has or will have a home account, enter that account number (program-budget-project). (The home account is the primary account assigned to the project.)

**Type of Account (9)**  
Check the appropriate box to indicate the type of account requested. Account types are:

- Self-sponsored research
- Blanket research
- Award from WSU internal competition
- Conference
- Sub-account
- Other (provide explanation)

**Account Extension (10)**  
If the account is to be renewed after the original termination date, complete a new form at renewal and mark this section.

**Refund the Balance (10)**  
Mark this section if the remaining balance is to be refunded when the account is closed. NOTE: Refunds are not made to WSU employees.

**Request Transaction Code (10)**  
Check this box if the department wants to accept payment through web point of sale (POS) transactions.
### Research or Conference Account Request

<table>
<thead>
<tr>
<th>Purpose of Account/Reason for Extension/Remarks (11)</th>
<th>Provide a summary explanation and <em>attach documentation</em> to support the action required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Distribution</td>
<td>Enter the budget distribution for the project account, as applicable.</td>
</tr>
<tr>
<td><em>Single Account Budget (12)</em></td>
<td>Use this column to enter the budget distribution for a single account budget.</td>
</tr>
<tr>
<td><em>Transfer from Home Account To New Sub-account (13)</em></td>
<td>The department generally uses these columns to enter the budget distribution from the home account to the new sub-account.</td>
</tr>
<tr>
<td><strong>Objects</strong></td>
<td>Transfers from an account must not exceed the object balances for the account. Transfers must be from an object to a like object, unless the sponsor allows rebudgeting.</td>
</tr>
<tr>
<td><strong>Expenditure Restrictions (14)</strong></td>
<td>Any approving administrator may impose restrictions on the expenditure of account funds.</td>
</tr>
<tr>
<td></td>
<td>Enter the restrictions by budget-object number, if applicable.</td>
</tr>
<tr>
<td></td>
<td>NOTE: For expenditure restrictions on funds to be transferred from one account to another, signatures are required from the PIs responsible for both the <em>From</em> and the <em>To</em> accounts.</td>
</tr>
<tr>
<td><strong>Approvals (15)</strong></td>
<td>An approving administrator is responsible for assuring that the purpose of the account is consistent with department, college, and University objectives.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Review and approval of this form is subject to the same criteria as review and approval of other University accounts, including extramural accounts processed in accordance with <em>BPPM 40.02</em>.</td>
</tr>
<tr>
<td><strong>SPS</strong></td>
<td>Sponsored Programs Services reviews the form after it has been approved by the other office and establishes the account.</td>
</tr>
</tbody>
</table>