Research Department Determination

Where to start?

1. Each individual in the MyFunding module is connected to a data feed that comes directly from the Human Resources (HR) system. As a result, the department listed in a faculty’s HR record is what populates as the department when a Proposal is created. For example, if a faculty member’s HR record lists the department as “Medicine”, the Proposal will be created with that department as the default department. These additional steps are required to specify a faculty member’s specific division within that department.

How do I complete the Research Department Determination SmartForm?

2. If the PI home department and submitting department are the same indicate Yes. Continue to Step 7.
3. If the PI home department and submitting department are different indicate No.
4. Click … to select the Department/Center/Institute.
5. Search for your Organization and click Go.
6. Select your Organization and click OK.

What’s next?

7. Click Continue to begin Compliance Review.