



Research  
Administrator's  
Post

# RED HAT Forum

*R*eaching out

*E*xtending a hand

*D*eveloping new friendships

*H*elpful tips

*A*cquiring new skills

*T*eamwork across UofA



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HAT  
Forum*

*Receive and Review*

- *Compare budget to proposal*
  - *Note categories*
  - *Verify cost sharing*



*RED*

*HAT*

*Forum*

*Set up FILE*

- *Electronically*
- *Paper in a file cabinet*
- *Update internal database*



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Forum*

*Meeting with the PI  
(principal investigator)*

- *Review budget*
- *Distribution of salaries*
- *Review period of contract*
- *Processing Purchases*
- *Cost Share requirements*
- *Travel Arrangements*



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*Monitoring Tools*

- *Report Codes sets in Basis*
- *PI's and WebBasis*
- *BASIS Job FTP reports*
- *Budget Meetings*
- *Emp Rpt Set Codes (DEMO)*
- *DART/LBSP/DBR*
- *Excel Spreadsheets*



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*Revisions & Extensions*

- *Faculty requested after notification by administrator*
- *Request to funding agency first*
- *Request directly to RSSP*
- *Use RSSP budget revision form*



# RED HAT Forum

## *Reconciliation*

- *Basis & WebBasis*

*Use of Follow up codes in Dart - LATM, LATC and AD*

- *DBR Monthly and/or Quarterly*
- *Process EITTPs and IITTPs as necessary*



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*Questions & Answers*

*Donna Johnson – dojohnso@uark.edu*

*Mary Gail Reed – mgr@cast.uark.edu*

*Cindy Pickney – cpickne@uark.edu*

*Cheryl Nimmo – cnimmo@uark.edu*