

Northwestern | ASRSP

Request for Opening Restricted Budget Account Code in NUFinancials

Accounting Services for Research and Sponsored Programs (ASRSP) reviews and processes requests for opening restricted budget account codes following Sponsored Research (SR) award set-up. Department administrators should provide the information on the next page and submit this form with attachments to asrsp_compliance@northwestern.edu. Please submit with "RBA" in the subject line of the email request. ASRSP will approve or request additional information within 10 business days of receipt.

- HR Department IDs can be found [here](#)
- To input the budget account code and description, select from the drop-down list
- Chartstring 2 and Budget Account Code 2 are optional fields
- Departmental approval from a Business Administrator or Director is required
- Digital or wet signatures are acceptable, digital is preferred

Please contact asrsp_compliance@northwestern.edu with questions.

Example:

HR Department ID and Name:	040100 Office of Financial Operations	
NUFinancial ID:	AWD00000123	Request Date: 1/5/24
Award Title:	The Study of COVID-19 Impact on Society	
Principal Investigator:	Grant Adams	
Chartstring 1 (Fund-Dept ID-Project ID):	610-4012345-60095432	
Chartstring 2 (Fund-Dept ID-Project ID):		
Budget Account Code 1& Description:	73001-Supplies, Restricted	
Budget Account Code 2 & Description:	--	

Justification, including attached supporting document(s) (Notice of Award, approved budget, sponsor policy, etc.) with highlighted relevant portion that supports the allowability of the expense on the grant:

Lab alcohol is specifically needed for one of the project's experiments. Please see details highlighted in attached approved budget. This expense account code is available under the restricted supplies budget code only.

Request for Opening Restricted Budget Account Code in NUFinancials

HR Department ID and Name:
NUFinancials ID:
Award Title:
Principal Investigator:
Chart string 1 (Fund-Dept ID-Project ID):
Chart string 2 (Fund-Dept ID-Project ID):
Budget Account Code 1 & Description:
Budget Account Code 2 & Description:

Justification, including attached supporting document(s) (Notice of Award, approved budget, sponsor policy, etc.) with highlighted relevant portion that supports the allowability of the expense on the grant:

Approvals		
Prepared by:		
Name:	Signature:	Date:
Department Approval:		
Name:	Signature:	Date:
ASRSP Approval:		
Name:	Signature:	Date: