



## Office of the Vice President for Research Standard Operating Procedure

### I. Purpose

### II. Introduction

III. the appropriate detailed ~~olids~~ to hire and set up/ad ~~ust~~ payroll distributions e.g. costing allocations ~~or~~ ~~in~~lay for grant personnel. In certain situations the PAS will need to ~~or~~ ~~ith~~ the ~~ap~~ ~~ple~~ college/school personnel to hire and/or ad ~~ut~~ the payroll distribution for the grant personnel. In reviewing the budget for a grant the PAS should recognize ~~e~~ ~~h~~ steps need to be taken for the various personnel situations.

Reminders include:

