Project Administration
Spending & Expenditures

Do you need to employ (pay) someone? (yourself/technical/GRA)
- Yes: Are there enough funds? Are the expenses within the start and end dates?
  - Yes: Are the expenses allowable? (see award terms and conditions & Allowable/Unallowable cost spreadsheet). Are there any budget restrictions?
    - Yes: Initiate payroll status and distribution forms to payroll.
    - No: SPA Review
  - No: Stop
- No: Do you want to buy something?

Do you want to buy something?
- Yes: Are there enough funds? Are the expenses within the start and end dates?
  - Yes: Are the expenses allowable? (see award terms and conditions & Allowable/Unallowable cost spreadsheet). Are there any budget restrictions?
    - Yes: Initiate PO/check request/inter-account bill/travel voucher/etc.
    - No: SPA Review
  - No: Stop
- No: Do you have a subaward on your project?

Do you have a subaward on your project?
- Yes: Go to Subaward Process Flowchart
- No: Stop