

# FAST MyResearch How-To Sheets

## 2. Financial Administrators: how can I find out who has been assigned to my department?

### This how-to sheet outlines the steps required to:

- Find which Financial Administrator has been assigned to oversee the research Funds within my department.
- There are two ways to do this:
  - using the MyResearch application (steps 1 and 2)
  - by visiting our website (steps 3 to 5)

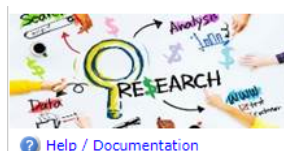
### What is the role of a Financial Administrator?

- Assists in interpreting and ensuring compliance with funding agency regulations
- Provides advice and ensures compliance with Carleton’s policies related to research
- Advises on appropriate procedures for financial transactions
- Issues invoices and financial reports

December 2019

### STEPS (using the MyResearch application)

- 1 From the MyResearch landing page, click on any Fund number listed.



Click on any text element below to access information related to your grant, contract or project.  
Click on the balance to access the transaction detail in Finance Reporting.  
*Closed funds are included for information purposes only.*

Fund	Title	Agency	End Date	Principal Inv.	Authority	Balance
314501	SSHRC Post-Graduate Scholarships Global Payments	SSHRC	N/A	Laura Landriault	Both Posting and Query	14,567.79
319999	Demographic Research for Training Purposes	NSERC	31-MAR-2024	Laura Landriault	Both Posting and Query	19,000.00
305199	Systematic Review and Data Analysis of Fishing	Fish Can	31-MAR-2020	Office of VP Research and International	Query	30,000.00

- 2 A Financial Administrator's name is listed next to 'Contact Administrator'.

To contact the Financial Administrator, click on their name to open an e-mail message addressed to them.

The screenshot shows the Carleton University Research Administration interface. The page title is "Return to My Research - Fund Information (10:21:18 AM)". The breadcrumb trail is "Research Administration > My Research > Fund Information". The main content area displays "Grant Details for Fund 314501 (309 Misc. Graduate Studies)".

<b>Project Title</b>	SSHRC Post-Graduate Scholarships Global Payment		
<b>Project Type</b>	Grant	<b>Start Date</b>	PRE-BANNER
<b>Principal Investigator</b>	FinUser TestMC1	<b>End Date</b>	N/A
<b>Available Release</b>		<b>Agency</b>	SSHRC
<b>Contact Administrator</b>	<a href="#">Andrea Fowler</a>		
<b>Other Authorities</b>		<b>Other Important Financial Information</b>	
FinUser TestMC1	Both Posting and Query	CURO Reference	
Nada Haralovich	Both Posting and Query	Compliances Not Required	
		Overhead Permitted Per Agency	
<b>Available Documents</b>			
<b>Document Reference ID :</b> RSGRANT314501			
There are currently no attachments present.			

## AN ALTERNATE WAY TO FIND THE SAME INFORMATION .... STEPS (by visiting our website)

3 Enter this URL into an internet browser. <http://www.carleton.ca/financialservices/research-financial-services/>

4 Click on the red 'CLICK HERE' text.

The screenshot shows the website's header with the text "Home /" and "Research Financial Services". A navigation menu on the left lists various categories, with "RESEARCH FINANCIAL SERVICES" highlighted in red. A green arrow points to this menu item. The main content area features a table with two columns: "Have funding? Research Financial Services ..." and "Want funding? OVPRI ...". Below the table, there are two sections: "What you Need to Know to Manage Your Funding" with a "CLICK HERE" link, and "Your Contact in Research Financial Services" with a "CLICK HERE" link. The "Your Contact in Research Financial Services" section is highlighted with a green rounded rectangle.

Have funding? Research Financial Services ...	Want funding? OVPRI ...
opens Funds	identifies funding opportunities
advises on expense eligibility	supports proposal development
creates financial reports	
creates invoices	
... among other services	

**What you Need to Know to Manage Your Funding**  
[CLICK HERE](#)

**Your Contact in Research Financial Services**  
Each department has a single contact, called a financial administrator.  
[CLICK HERE](#)

5 Once the file has opened, find a department.

### What next?

- Visit the [FACTS' MyResearch tools and support page](#) to find more how-to sheets.