facts
FINANCIAL ADMINISTRATION
COMMUNITY TRAINING & SOLUTIONS

FAST MyResearch How-To Sheets

2. Financial Analysts: How can I find out who has been assigned to my Fund?

This how-to sheet outlines the steps required to:

- Find which Financial Analyst 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)

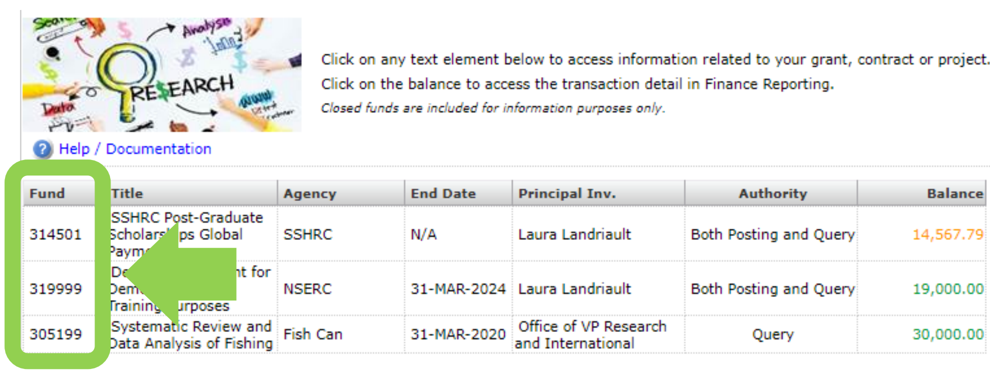
What is the role of a Financial Analyst?

- 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

September 2024

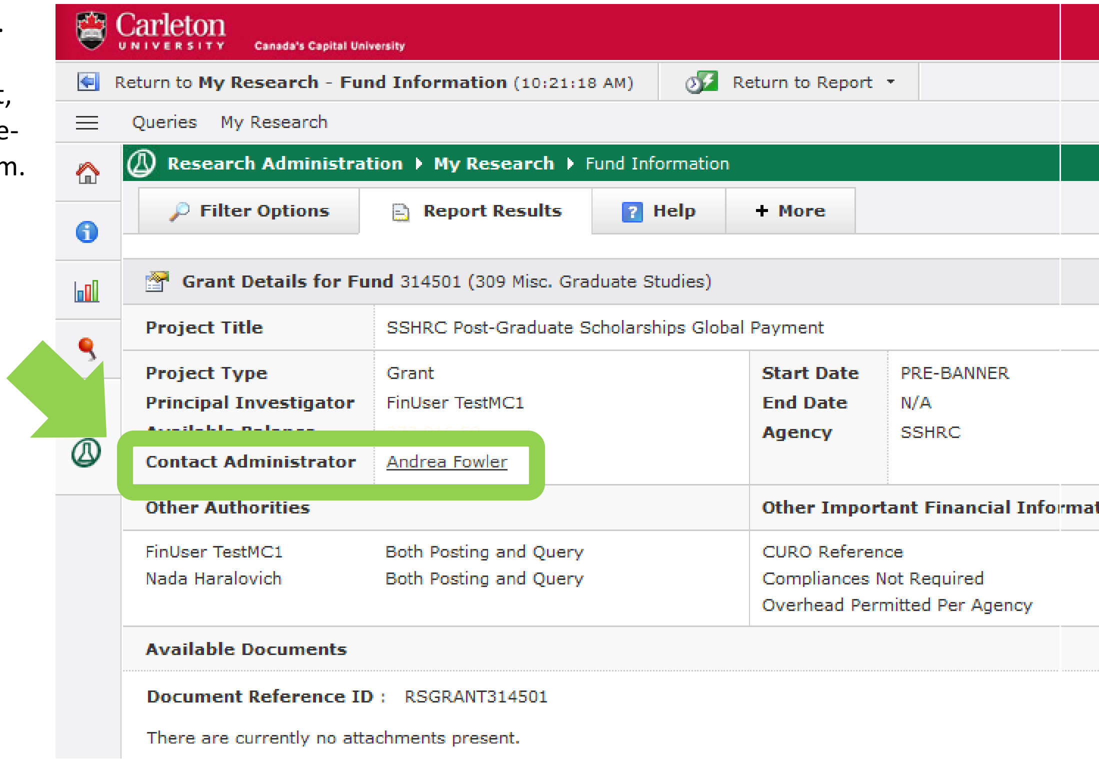
STEPS (using the MyResearch application)

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

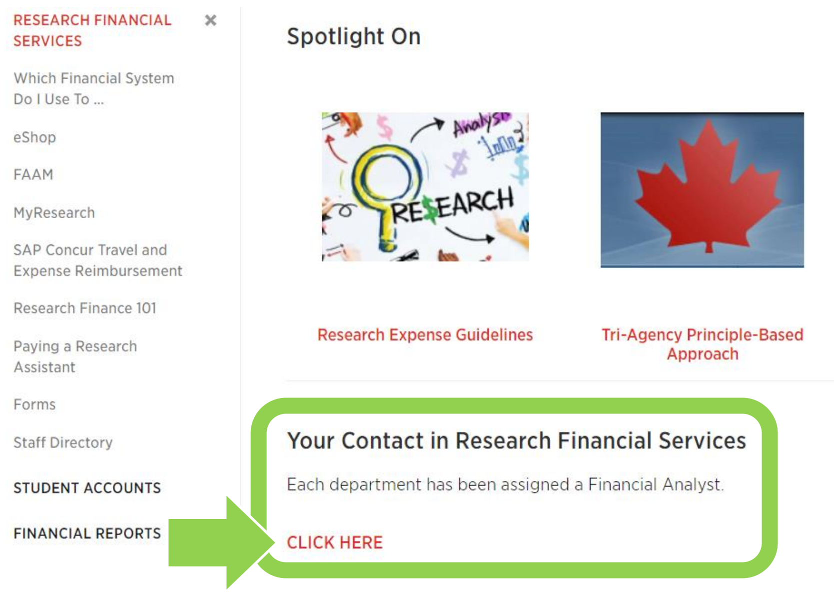


2 A Financial Analyst’s name is listed next to ‘Contact Administrator’.

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



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.	
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.