

RBT REQUEST TIPS

1. PI Signature is required on ALL request of \$10,000 and or 25% or greater of the award amount. The PI can be added to the Grant Form Workflow before submission to RGC for approval or a RBT Form must be completed to provide a hard copy signature.
2. If the PI is no longer at Emory, the Department Chair must be added in the Grant Form Workflow before submission to RGC for approval or a RBT Form must be completed to provide a hard copy signature and an email from the department chair to RAS explaining that PI is no longer available for approval.
3. Complete the justification and comment section of the request form, including a clear and detailed explanation of why the expenses were not allocated to the prepaid of fixed fee award.
4. An RBT approval requires that the RBT award end date must have passed in Compass, and the current end date is reflected on the form request.
5. All financial information located on the request must match what is currently in Compass. For example, the "GL Cash Balance" on the grant form should match what is shown in the 11000 account in Compass.
6. All financials on the award should be clear of any deferred revenue or open invoices. (Total Cash Received - Total Expenses = GL Cash balance).
 - a. **Exception:** RBT requests for a CR_NON_LOC award, must have an open credit invoice(s) equal to the full amount of the requested RBT prior to submitting the RBT request.
7. Attach any emails or financial information that is needed for reference.
8. ALL SOM RBT requests are processed to a central SOM speed type. SOM will then transfer a portion of the RBT to the speed type requested on the RBT request form.
9. Factors affecting processing time of RBT requests include:
 - a. Whether all information required is included in the request and is accurate
 - b. Review, approval, and processing of the request by the Controller's Office
 - c. Project needs to be re-opened by RGC
 - d. SOM central finance processing (SOM RBTs only)
10. All requests are subject to a formal push back or denial if all information required is not provided. If a request is denied, a new RBT request must be submitted in its entirety for approval.