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are known future expenses, which have not yet been incurred. Examples of research project commitments may include the following:

Salaries and Benefits

Graduate Research Fellowships (GRFs)

Purchase Orders

Overhead

Travel Advances

Research Participant Advances



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Research project commitment details can be viewed by running a [Research Project Commitment Report](#) or a [Research Project Commitment Summary Report](#).

Both reports are accessible through the [Research Project Commitment Report](#).



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Finance Reporting > Project Summary > Project Summary (Data as of 2/2/18)

Filter Options Report Results Help + More

DATE = 201603 PROJECT ID = 3xxxxx | AS OF D

PI NAME	DEPARTMENT	END DATE	STATUS	PROJECT SPENDING DEADLINE	SURPLUS DEFICIT	ACTUAL EXPENSES	COMMITMENTS	Row #	PROJECT	DESCRIPTION
Black, John	13903	Dec-31-2099	A	<a href="#">2099/12/31</a>	<a href="#">11,115.59</a>	<a href="#">4,383.41</a>	<a href="#">1,500.00</a>	1	3xxxxx	SRP - CSPC

Underlined values, including commitments, represent hyperlinks which you may click on to access additional details.



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Salary and Benefit commitments are calculated as:

based on approved salary contracts less

=

In the first month of pay, salary and benefit expenses will be reflected in the research project along with the remaining commitment calculated to the earlier of the end of the contract, or the university fiscal year-end (April 30th).



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in the  
accounts used to identify

range represent salary and benefit  
transactions.





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It is important to remember for  
, committed amounts will only be calculated to the earlier of the end of the contract, or the university fiscal year-end (April 30th).

If a salary contract is processed by Payroll Services for the period September 1, 2019 to August 31, 2020, \$0 commitments will appear in the month of April 2020. However, salary and benefit commitments will resume in the month of May 2020, for the balance of the contract.



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For all other \_\_\_\_\_, upon fiscal year-end close, committed amounts will be carried forward from April to the month of May.

Therefore, when referring back to April research reports following the year-end close, \$0 commitments will appear in the month of April. Future commitments must be manually estimated when reviewing April statements.



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commitment amounts are reported as  
since related transactions are processed by  
Accounts Payable.

GRF commitment amounts are calculated by



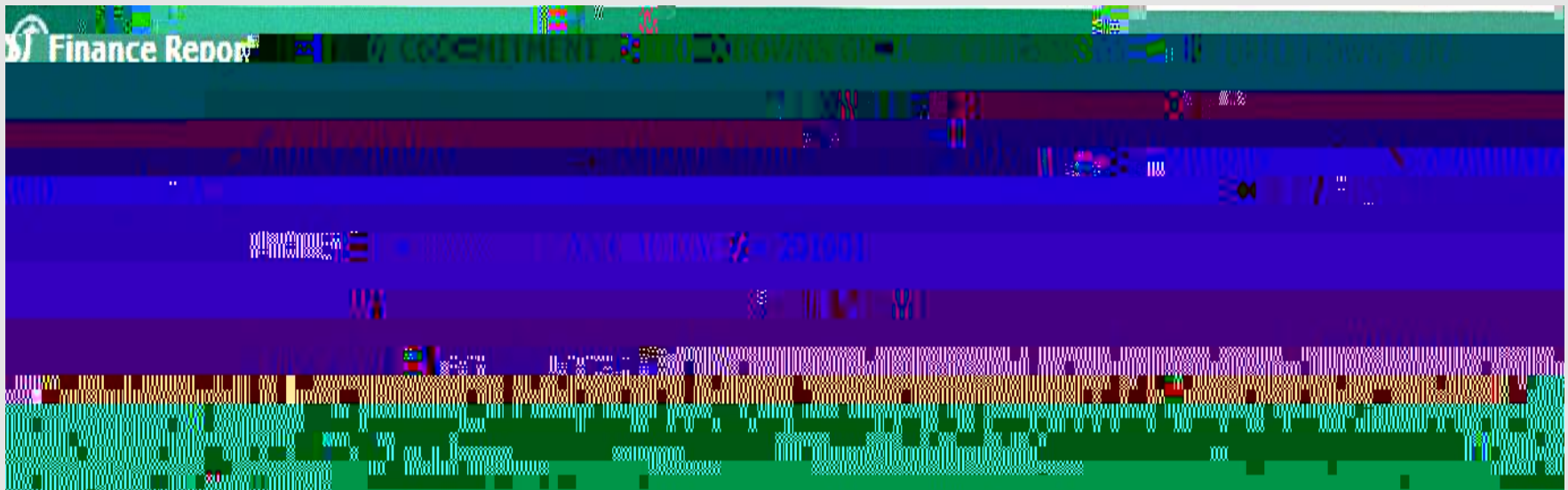
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Research project commitments may include  
Initially, Purchase Requisitions are submitted through the acquire eProcurement system for the purchase of research related goods and services. Upon approval, Purchase Requisitions are converted into Purchase Orders. These amounts are then committed to research projects.

Visit the [acquire](#) website for additional details regarding procurement related topics.



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As Purchase Orders are paid, the payment is expensed in the research project and the related commitment is reduced accordingly.



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reflect funds to pay for

commitments

commitments are calculated and posted to applicable research projects at the end of the fiscal month. Overhead commitments are as follows:

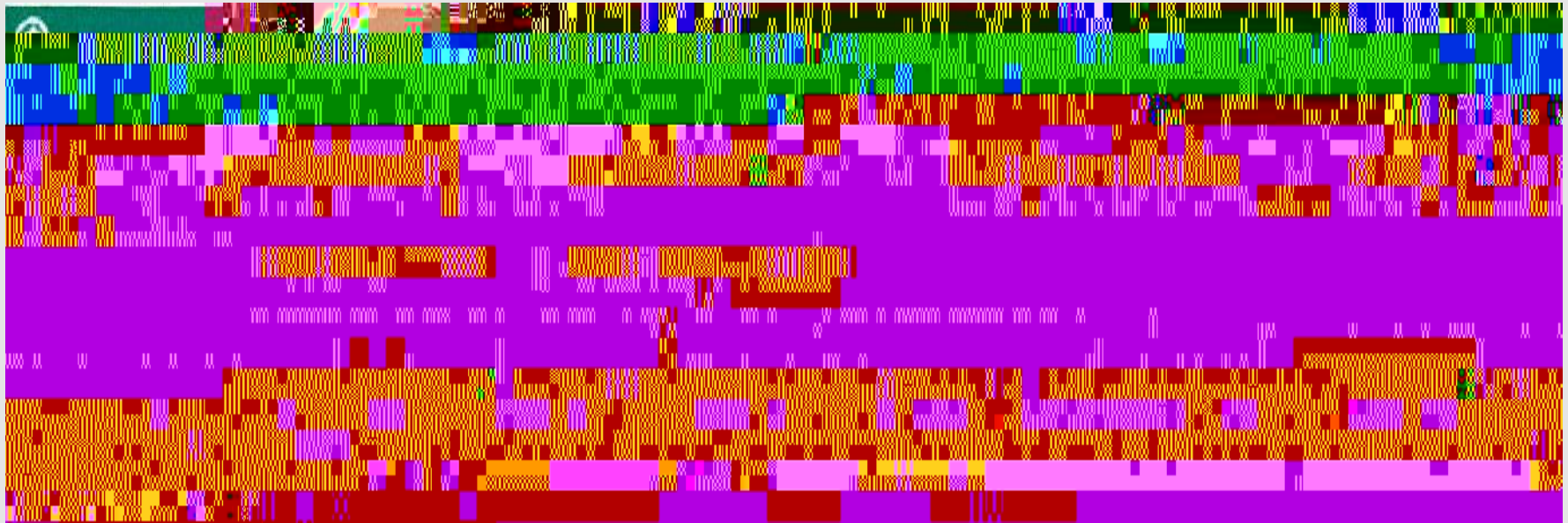
less

incurred to date =

To learn more about research overhead, please refer to the



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Amounts appearing against  
represent amounts reserved for research overhead.



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requested through the

are now committed

against the applicable research project at the end of  
each fiscal month.







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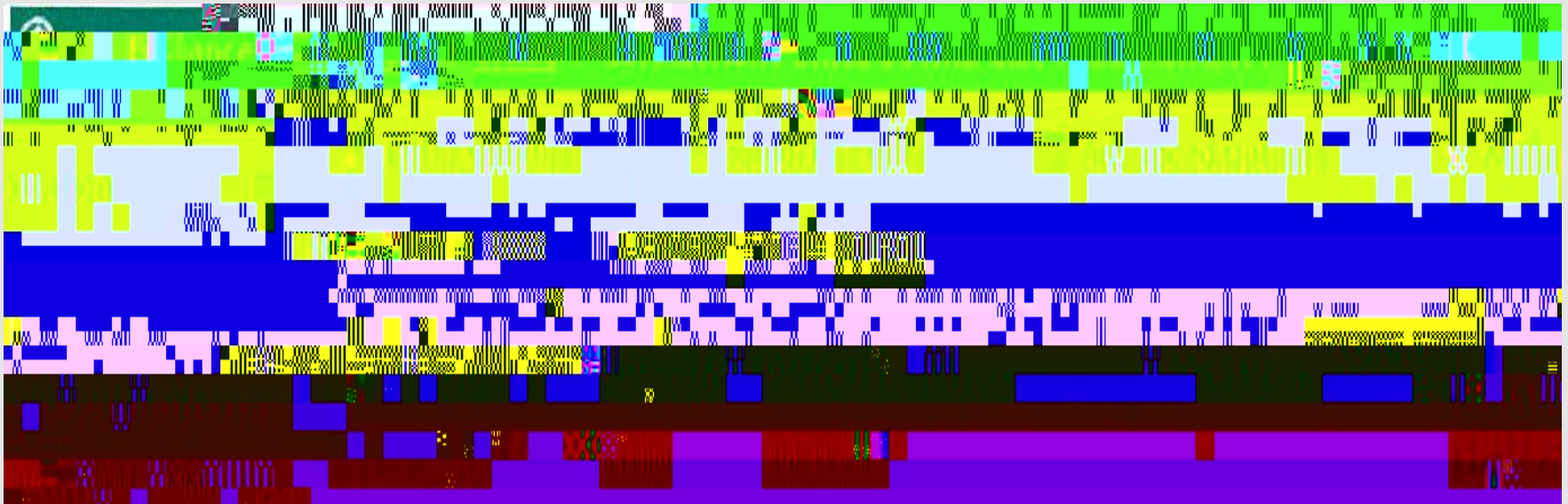
Advances to pay [Research Participant Advances](#) may be requested through the [Research Participant Advances](#) website and will be reflected as commitments in research project reports.

[Research Participant Advances](#) will remain committed until the advance is accounted for through the ERS. Once accounted for, payments to research participants will be expensed in the research project and the commitment will be reduced accordingly.

Visit the [Research Participant Advances](#) website for guidance on requesting Research Participant advances.



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Once the related research participant expenses are accounted for through the ERS, they will be expensed in the research project and the commitment will be reduced accordingly.



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It is important to remember that before a research project can be closed, all related commitments must be cleared.

Final project expenses must be posted to the research project and all commitments must be cleared by the \_\_\_\_\_, which is available in the \_\_\_\_\_ and the \_\_\_\_\_.