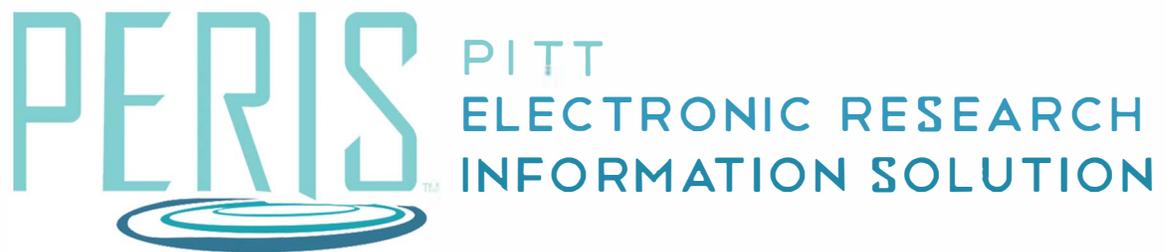




University of Pittsburgh



# Quick Reference

RESEARCH DEPARTMENT DETERMINATION.....2

# Research Department Determination



## Research Department Determination

1.0 Will the submitting department/center/institute be the PI's home department:

Yes  No [Clear](#)



1.0 Will the submitting department/center/institute be the PI's home department: Huron Consulting, Inc.

Yes  No [Clear](#)

\* Select a Submitting Department/Center/Institute that is different than the Department value shown above:

Huron Consulting, Inc.



### Select Organization

Filter by

Organization



Go

Total Selected: 1

1-5 of 5

Organization	Org Parent
<input checked="" type="radio"/> Chemistry	Kenneth P. Dietrich School of Arts & Sciences
<input type="radio"/> Chemistry Library	Libraries
<input type="radio"/> Chemistry Start-Up	Kenneth P. Dietrich School of Arts & Sciences
<input type="radio"/> Chemistry Summer	Kenneth P. Dietrich School of Arts & Sciences
<input type="radio"/> Chemistry-Stockroom	Kenneth P. Dietrich School of Arts & Sciences

Total Selected: 1

1-5 of 5



OK



Continue >>

### Where to start?

1. Each individual in the MyFunding module is connected to a data feed that comes directly from the Human Resources (HR) system. As a result, the department listed in a faculty's HR record is what populates as the department when a Proposal is created. For example, if a faculty member's HR record lists the department as "Medicine", the Proposal will be created with that department as the default department. These additional steps are required to specify a faculty member's specific division within that department.

### How do I complete the Research Department Determination SmartForm?

2. If the PI home department and submitting department are the same indicate Yes. Continue to Step 7.
3. If the PI home department and submitting department are different indicate No.
4. Click ... to select the Department/Center/Institute.
5. Search for your Organization and click Go.
6. Select your Organization and click OK.

### What's next?

7. Click *Continue* to begin Compliance Review.