



Acceptable PI Statement

1. Please identify what the expense was and specifically how it benefits the project:

The lab supply expense (cell cultures and nitrate samples) for \$427.92 from EcoAnalytics should be moved to ST 130xxxxx, Project 156xxxx, since these were used to test the effects of pesticide runoff on the ecosystem of the Colorado River, and the research could not have been completed without them.

2. Why was the expense not charged to the project to begin with?

The lab personnel provided ST 130xxxxx for these expenses. Both projects utilize cell cultures and nitrate samples in their research. Due to a misunderstanding the lab personnel believed the expenses were going to be used on Project 155xxxx, when in fact these lab supplies were used for Project 156xxxx.

3. Why did it take so long for the mistake to be identified?

We use cell cultures and nitrate samples in both Projects, so upon initial review we did not recognize that these samples were incorrectly allocated. Upon further review, however, we realized that these lab expenses were missing from Project 156xxxx. We then put in this JE to rectify the issue.

4. How will this be prevented in the future?

We've initiated a new process for reviewing allocations and believe this will eliminate problems in the future

PI Signature: _____ Date: _____



Unacceptable PI Statement

1. Please identify what the expense was and specifically how it benefits the project: This is a lab supply expense that was incorrectly posted to Project 155xxxx that should have been on 156xxxx.

The answer here does not state what the specific expense was, the ST it is being moved to, or the amount. In addition, it does not give any information on how it benefits the project it is being moved to.

2. Why was the expense not charged to the project to begin with? Incorrect ST was used.

This response does not provide enough information. This section should specify how/why the expense was not charged to the correct ST initially.

3. Why did it take so long for the mistake to be identified? Due to turnover we haven't had time to review the expenses in-depth. Also, this expense is very small. If it had been a larger amount then maybe it would have been noticed sooner.

The amount of an expense does not qualify as justification as to why it was not allocated properly or noticed in a review of expenses.

4. How will this be prevented in the future? Now that we are fully staffed, we should have more time to review expenses.

Turnover can be expected at any research university and therefore isn't a justifiable reason for not reviewing projects. This section should explain what the department plans to do to handle future turnover.

PI Signature: _____ Date: _____