

## RESEARCH COMMITMENTS REFERENCE GUIDE

Commitment Category	Commitment Type per FAST	Description	How to identify in Project Summary Report (after drilling down on Commitment Total)	How to move or cancel Commitment
Salaries and Benefits	PAYROLL COMMITMENTS	Funds committed for salaries/benefits based on approved salary contracts entered in the PeopleSoft HR system. Commitments are adjusted at the end of each month based on data provided by HR (PeopleSoft HR system). Payroll commitments are calculated to the earlier of the end of the contract or April 30th, whichever comes first. This aligns with the timing of the annual budget loads for operating funds and the annual budget loads for many research project types.	Account begins with 5xxxx (Salaries and Benefits)	PI or authorized delegate should contact their Queen's <b>HR Advisor</b> to request the salary contract be moved to another source of funds or cancelled.
Graduate Research Fellowships (GRF)	NON-PAYROLL COMMITMENTS	Funds committed based on approved GRF contracts entered in the PeopleSoft Student system. Commitments are adjusted at the end of each month based on data provided by the School of Graduate Studies (PeopleSoft Student system).	Account begins with 630000 (BUD-Student Assistance)	PI or authorized delegate should contact the School of Graduate Studies at <a href="mailto:SGSGRF@queensu.ca">SGSGRF@queensu.ca</a> to request the GRF contract be moved to another source of funds or cancelled.
Purchase Orders	PROCUREMENT COMMITMENTS	Funds committed based on approved Purchase Orders entered in the acQuire system. Commitments are adjusted when the related expenses are processed in the acQuire system.	Account begins with 6xxxx (e.g. 612000, BUD-Furn & Equip Non-Capital)	PI or authorized delegate should submit a <b>PO Change Order Request Form</b> to request a change to an existing PO commitment. This form can be found in the acQuire system. Questions regarding this form should be directed to the acQuire Support Team at <a href="mailto:acquire@queensu.ca">acquire@queensu.ca</a> .
Overhead	NON-PAYROLL COMMITMENTS	Funds committed by Research Accounting based on Budgeted Overhead less Overhead Expenses incurred to date = Overhead Commitment. Research overhead is charged at the end of each month based on expenses incurred. As overhead is charged, the related overhead commitment is reduced accordingly.	Account=693000 (BUD-Overhead)	Questions regarding research overhead commitments should be directed to the <b>Research Accounting Finance Contact</b> for the given research project.
Travel Advances	NON-PAYROLL COMMITMENTS	Funds committed based on approved Travel Advances processed in the Expense Reimbursement System (ERS). As the related travel claim expenses are processed in the ERS, the commitment is reduced accordingly. <i>Note: Travel advances are being phased out and replaced with Travel Credit Cards.</i>	Account=640000 (BUD-Travel)	Claimant must process the related travel expense claim in the ERS in order to clear travel advance. For additional guidance, visit <a href="https://www.queensu.ca/financialservices/publications-policies-procedures/travel-expense">https://www.queensu.ca/financialservices/publications-policies-procedures/travel-expense</a> or contact <a href="mailto:finance@queensu.ca">finance@queensu.ca</a> .
Research Participant Payment Advances	NON-PAYROLL COMMITMENTS	Funds committed based on approved Research Participant Payment Advances processed in the Expense Reimbursement System (ERS). As the related Research Participant expenses are processed in the ERS, the commitment is reduced accordingly.	Account=603000 (BUD-Research)	Claimant must process the related research participant payment expense claim in the ERS in order to clear the advance. For additional details, visit <a href="https://www.queensu.ca/financialservices/publications-policies-procedures/travel-expense">https://www.queensu.ca/financialservices/publications-policies-procedures/travel-expense</a> or contact <a href="mailto:finance@queensu.ca">finance@queensu.ca</a> .

### Additional Notes:

Most commitment types will be adjusted by the end of the fourth business day following the calendar month-end, therefore please wait until the **fifth business day following the calendar month-end** to view updated research commitment totals.

If you have questions regarding your research project, please reach out to the appropriate Research Accounting Finance Contact for guidance. Contact details can be found by running a FAST Project Summary Report for the given research project.