Regents’ Lectureship & Professorship Awards—Department Responsibilities

Upon notification from the College of Arts & Sciences that a faculty member has been awarded a Regents’ Lectureship or Professorship, follow the steps below to get a new index set up and funded so that spending against the award may start in the Fall:

1) Within 30 days of announcement:
   a. Request a new Banner Activity Code via the Financial Services Resources page.
   b. Log into the Chart of Accounts Request application
   c. Select “Requests”
   d. Select “Activity”
   e. Enter “Title” in this format:
      “Awardee Last Name-Name of Department-Lectureship” (or Professorship)
      Example: “Smith-Chemistry-Lectureship”
   f. Enter appropriate Org Code for your department. Org Code Financial Manager field will auto-populate.
   g. Enter “Business Reason” in this format:
      “Professor Smith was awarded a $2,900 Lectureship per year for Academic Years 2023-2025. New Activity Code needed for Lectureship index.”
   h. Submit Request
   i. Financial Systems Management (FSM) will email the new Activity Code.

2) Upon receiving the new Activity Code from FSM, log back into the COA Requests Application to request a new Index.
   a. Select “Requests”
   b. Select “Index Code”
   c. Enter “Title” as follows:
      “Awardee Last Name-Department-Lectureship (or) Professorship”
      Example: “Smith-Chemistry-Lectureship”
   d. For “Fund Code” enter 2U0008
   e. Enter appropriate Org Code for your department. Org Code Financial Manager field will auto-populate.
   f. For “Program Code” enter P192
   g. For “Activity Code” enter the new activity code received from FSM
   h. For “Designated Approver” enter vpolaco (and wait for her name to appear)
   i. Enter “Business Reason” in this format: “Professor Smith was awarded a $2,900 Lectureship per year for Academic Years 2023-2025.” New Index Code needed for Lectureship award.”
   j. Submit Request
   k. FSM will e-mail the new index number.
3) Submit a Journal Entry in Banner to allocate funding and budget to the new index. This will be a 6-line entry:

JE2: 454046-1660 (Debit for amount of award)
JE2: new index-1660 (Credit for amount of award)
BD4: new index-1660 (“+” for amount of award per letter)
BD4: new index-8060 (“+” for amount of award per letter)

Breakdown by more appropriate expense account codes is desirable, if known.
BD4: 454046-1660 (“-” for amount of award)
BD4: 454046-8060 (“-” for amount of award)

Required text for short description: school/college, awardee last name, award type, year of award.
Short description example: CAS Smith Lectureship Year 1 of 3

Note:
- Process allocations for only one year of funding at a time. The total amount of a three-year award may not be allocated in one fiscal year.
- Set yourself a calendar reminder for next two years, in July, to submit the form for years 2 and 3.

4) Once the JV has been approved and posted, spending on the award may begin, per the terms of the award.

5) Unrestricted Accounting – Main Campus will return any unused balance to the funding index (454046) at the end of the award, and will terminate the index at that time. If the award has been overspent, the department must provide an unrestricted index to cover the overspent amount.