



## Research Financial Management Service

- Assistance in determining a funder's budgeting and financial requirements
- Assistance in developing budgets for research grant proposals
- Assistance in post-award financial management.

### Contact

Diana Edelson  
Director of Finance and Administration  
[dedelson@uamail.albany.edu](mailto:dedelson@uamail.albany.edu)  
956-8243

### Budgets

Diana will research the grant's financial requirements, develop a preliminary draft budget for your review, revise it based on your comments, and upload it to Coeus. Here's how it works.

1. Contact Diana two weeks or more before the grant due date and answer a few questions, such as:
  - a. the beginning and ending dates of the grant
  - b. who will be working on the grant
  - c. what percent of their time will be spent on the grant over its duration
  - d. what equipment, supplies, and travel will be required
  - e. whether any graduate students will be funded
2. Provide Diana with a link to the sponsor's website (or other location) where there is information pertaining to the financial requirements of the grant.
3. Diana will prepare a preliminary draft budget, taking into consideration cost sharing and other budget issues, and review it with you.
4. Based on your comments Diana will revise the budget and send it to you for review.
5. In consultation with you, Diana will finalize the budget and upload it to Coeus.

In addition, Diana can provide "boilerplate" descriptions of the University, College, research facilities, our students, etc.

Your complete and final information, including the budget, must be uploaded to Coeus at least five days in advance of the submission due date. This is a non-negotiable requirement of the UAlbany Office for Sponsored Programs.

Coeus training is available from the UAlbany Office for Sponsored Programs. If you already received training but need assistance, contact Diana.

### Expenditures

After you receive funding, Diana will work with your departmental secretary to process any expenses charged to the grant and provide assistance with personnel appointments, payroll, purchasing, travel reimbursement, etc.

### Office for Sponsored Programs

David Usher is CCI's representative in the UAlbany Office for Sponsored Programs.

### Links

[UAlbany Office for Sponsored Programs](#)

[Coeus](#) – Electronic proposal preparation and submission – Training Schedule, Manuals, Helpdesk, etc.