

## Helpful Resources

Where to go for...	Responsible Department	Links & Contacts
Grant proposals/grant terms/re-budget/extensions/new sponsored accounts	Sponsored Projects Administration	Office of Research <a href="#">Link</a> Downtown: 504-988-5613 Uptown: 504-865-5272
Grant invoicing/Financial Reporting/Budget Statements/Grant specific Concur questions/TAMS/available grant balance/Cognos	Grants & Contracts Accounting	Grants <a href="#">Link</a> 504-865-5581
Grant related policy & procedures	Grants & Contracts Accounting Sponsored Projects Administration	Grants Policy & Procedures <a href="#">Link</a>
General TAMS Training TAMS Helpful Resources	Accounting	TAMS Training <a href="#">Link</a> TAMS Help Resources <a href="#">Link</a>
Grant Specific TAMS Training (PSI)	Grants & Contracts Accounting	Grants Specific TAMS Training <a href="#">Link</a>
TAMS, Cognos or EBS Labor Report access	Service Now Request	Labor Report Access <a href="#">Link</a>
Effort Reporting System – Cost Transfers, Effort Forms, etc.	Grants & Contracts Accounting	Controller <a href="#">Link</a> 504-314-2761 504-314-2778
Retro Only PAF	Grants & Contracts Accounting	Retro Only PAF <a href="#">Link</a> 504-314-2761 504-314-2778
Labor Distribution	Grants & Contracts Accounting	Labor Distribution <a href="#">Link</a> 504-314-2761 504-314-2778
Interdepartmental Transfers (IT)	Accounting Office	Interdepartmental Transfers (IT) <a href="#">Link</a>
ePro (Jaggaer)/P-Cards	Materials Management	ePro (Jaggaer)/P-Cards <a href="#">Link</a> 504-865-5211 Email: <a href="mailto:SciQuest.Support@tulane.edu">SciQuest.Support@tulane.edu</a>
Parking Services, Mail Room, Printing & Copying, etc.	Campus Services	Campus Services <a href="#">Link</a> 504-865-5441
One Time Payments, Payroll adjustments, Stipends, etc.	Payroll Office	Payroll <a href="#">Link</a> 504-865-4748
Student Employment	Human Recourses	Student Employment <a href="#">Link</a> 504-865-4748

***\*\*If you are unsure who to contact, enter a search on the Tulane's home page, [www.tulane.edu](http://www.tulane.edu). There is an abundance of resources and helpful guides available.***