**Helpful Resources**

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| **Where to go for…** | **Responsible Department** | **Links & Contacts** |
| Grant proposals/grant terms/re-budget/extensions/new sponsored accounts | Sponsored Projects Administration | <https://research.tulane.edu/spa>  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 | <https://grants.tulane.edu/>  504-865-5581 |
| Grant related policy & procedures | Grants & Contracts Accounting  Sponsored Projects Administration | <https://research.tulane.edu/spa/policies> |
| General TAMS Training  TAMS Helpful Resources  Grant Specific TAMS Training (PSI) | Accounting  Grants & Contracts Accounting | <https://tams.tulane.edu/content/tams-training>  <https://tams.tulane.edu/content/tams-help-resources>  <https://financemm-gm.tulane.edu/data/toc.html> |
| **TAMS, Cognos or EBS Labor Report access** | Service Now Request | <https://tams.tulane.edu/content/request-access-forms> |
| Effort Reporting System – Cost Transfers, Effort Forms, etc. | Grants & Contracts Accounting | <https://controllerac.tulane.edu/>  504-314-2761  504-314-2778 |
| Retro Only PAF | Grants & Contracts Accounting | <https://hr.tulane.edu/labor-distribution>  504-314-2761  504-314-2778 |
| Labor Distribution | Grants & Contracts Accounting | <https://hr.tulane.edu/labor-distribution>  504-314-2761  504-314-2778 |
| Interdepartmental Transfers (IT) | Accounting Office | <https://tams.tulane.edu/content/interdepartmental-transfers-0> |
| Sci Quest/P-Cards | Materials Management | <https://procure.tulane.edu/>  504-865-5211  [SciQuest.Support@tulane.edu](mailto:SciQuest.Support@tulane.edu?subject=Question%20%2F%20Comment%20about%20SciQuest%20and%20eProcurement) |
| Parking Services, Mail Room, Printing & Copying, etc. | Campus Services | <https://campusservices.tulane.edu/>  504-865-5441 |
| One Time Payments, Payroll adjustments, Stipends, etc. | Payroll Office | <https://hr.tulane.edu/payroll>  504-865-4748 |
| Student Employment | Human Recourses | <https://hr.tulane.edu/student-employment/student-employment-hiring-managers>  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.***