Faculty/Principal Investigator (PI)

# Research Onboarding Checklist

1. Obtain your **U-M network credentials** (uniqname and UMICH [Level 1] password)
2. Complete this checklist to **onboard** your institutional research activity

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| Funding Proposals & Awards |

Sponsored project awards are made to the Institution, not to the investigator. If you wish to transfer award(s) prior to arriving at U-M, consult with your incoming department and/or school/college leadership to determine whether the institution will approve transfer of the award(s). Department approval is required prior to the Office of Research & Sponsored Projects (ORSP) processing the award.

### Preparation/Support

Identify your unit’s Research Administrator(s) (RA). Use ORSP’s [Find a RA - Blue Pages](http://orsp.umich.edu/find-research-administrator-blue-pages) webpage for assistance.

Identify the ORSP Award and Contract Officers assigned to support your unit. Use the [ORSP Staff](https://orsp.umich.edu/orsp-staff) webpage’s lookup function for assistance.

Complete the following training courses in the PEERRS/My LINC system:

* Responsible Conduct of Research & Scholarship (RCRS)
* Research Administration

Additional training may be required depending on the nature of your research (e.g., human subjects, animal care & use, biosafety, research security training). Log into My LINC with your U-M uniqname and UMICH (Level 1) password.

Review ORSP’s [Proposal Submission Deadline Policy](https://orsp.umich.edu/route-submit-proposal/proposal-submission-deadline-policy) and verify your School/College submission deadline with your RA.

Identify your department’s [Sponsored Programs Coordinator](https://finance.umich.edu/programs/roles-responsibilities/customer-service/coordinator-by-department).

The Sponsored Programs Coordinator creates your sponsored project/grant(s) in U-M’s financial system and coordinates the accounting activity related to sponsored project management.

Report your effort as a Principal Investigator.

* Review the U-M [Standard Practice Guide (SPG) 501.10: Policy on Effort Certification](https://spg.umich.edu/policy/501.10)
* Complete the annual certification report in Wolverine Access > Employee Business. For detail see: [Effort Reporting webpage (Finance)](http://www.finance.umich.edu/finops/payroll/faculty/effort).

### To transfer awards to U-M

Review the award sponsor’s requirements to determine if the award is eligible for transfer. Contact ORSP for assistance in interpreting the award terms

Secure approval from the your U-M administrative home department and school/college for transfer of award(s) to U-M.

Obtain concurrence to transfer the award from the other institution, including the PI, department chair/unit head, dean/director, and ORSP equivalent.

Initiate and route a Proposal Approval Form (PAF) in the eResearch Proposal Management (eRPM) system with the assistance of your RA.

* [Log into eRPM](https://erpm.umich.edu/ERPM/Rooms/DisplayPages/LayoutInitial) with your U-M uniqname and UMICH password.
* Refer to the [eResearch Proposal Management resources](https://its.umich.edu/academics-research/research/eresearch/proposal-management) for help documentation and more.

### To set up an outgoing subaward

The Office of Contract Administration (OCA) prepares, signs, and executes subawards and hybrid POs related to sponsored projects ensuring proper flow down of sponsor requirements.

Review the subaward/hybrid PO procedures on the [OCA website](https://finance.umich.edu/programs/office-contract-administration).

Work with your unit Research Administrator to have the subrecipient complete and submit the [Letter of Commitment to Establish a Subrecipient Agreement](https://orsp.umich.edu/sites/default/files/resource-download/subrecipient_statement_of_collaborative_intent_fillable_pdf_1_0.pdf) to OCA.

### Need help? Proposal, Award and Contract Contacts:

* For award management, contact your unit’s ORSP Award or Contract Officer or call 734-764-5000.
* For subawards/subcontracts, email the Office of Contract Administrative (OCA) at [subcontracts@umich.edu](mailto:subcontracts@umich.edu) or call 734-764-8204
* For post-award financial management of awards, email [sponsoredprograms@umich.edu](mailto:sponsoredprograms@umich.edu) or call (734) 764-8204
* For effort certification, email U-M Financial Operations at [Effort.reporting.payroll@umich.edu](mailto:Effort.reporting.payroll@umich.edu)

### Michigan Medicine Units: Before you submit a clinical trial proposal:

Contact your Clinical Trial Support Unit (CTSU) representative. See the [Clinical Trials Support Units webpage](https://medresearch.umich.edu/office-research/about-office-research/our-units/clinical-trials-support-office/clinical-trials-support-units) for more information.

Complete the [CTSU Intake Form](https://redcapproduction.umms.med.umich.edu/surveys/?s=MWFAXXDMRA).

[Request access and log in to OnCore](https://redcapproduction.umms.med.umich.edu/surveys/?s=HEEP3XJD3A3JWKNP), Michigan Medicine’s clinical trial management system. For more information, see the [Clinical Trials Management Systems: Accounts & Support webpage](https://medresearch.umich.edu/office-research/about-office-research/our-units/clinical-trials-support-office/clinical-trials-management-systems-accounts-support).

### Need help? Contact the Clinical Trial Support Office (CTSO):

* Email CTSO at [CTSOgroups@umich.edu](mailto:CTSOgroups@umich.edu)

### Find funding opportunities and manage your online research presence:

Use the [U-M Library’s Research Funding and Grants Guide](https://guides.lib.umich.edu/researchfunding/) to:

* Locate external funding opportunities
* Search funding databases
* Set up customized funding alerts

Review the available [internal funding opportunities](https://guides.lib.umich.edu/c.php?g=283405&p=1888656), including limited submissions, faculty & staff funding awards, and pilot & feasibility funding,

Sign up for applicable [internal and external email lists and groups](https://guides.lib.umich.edu/c.php?g=283405&p=1888660) to stay informed.

Register your Open Researcher and Contributor ID (ORCID) and associate it with your U-M identity. See [instructions](https://guides.lib.umich.edu/c.php?g=283255&p=1886834) and details on the University Library’s [Research Impact Challenge webpage](https://guides.lib.umich.edu/c.php?g=914633&p=6589582).

### Need help? Contact the University of Michigan Library :

* Complete the [Ask a Librarian email form](https://teamdynamix.umich.edu/TDClient/88/Portal/Requests/TicketRequests/NewForm?ID=1751&RequestorType=Service), or call (734) 764-0401

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| Regulatory Actions Prior to Beginning Research (as applicable) |

### Disclose your outside activities for conflict of interest (COI) management:

Review U-M’s COI policies:

* [Policy for the Identification and Management of Conflicts of Interest in Research and Technology Transfer](https://research-compliance.umich.edu/files/coiresearchpolicyfy2022pdf).
* [SPG 201.65-1: Conflicts of Interest and Conflicts of Commitment](http://www.spg.umich.edu/policy/201.65-1)
* Your school/college’s [approved COI/COC Unit Implementation policy](https://provost.umich.edu/resources-policies/faculty-resources/conflicts-of-interest-commitment/) (Provost website).

Learn what and what not to disclose:

* See [Outside Interest Disclosure Process webpage (Research Ethics & Compliance)](http://research-compliance.umich.edu/outside-interest-disclosure-process) for COI disclosure resources, details, and more.
* Review the [Outside Activity Disclosure Guidance](https://research-compliance.umich.edu/sites/default/files/resource-download/coi_outside_activity_disclosure_guidance_final.pdf).

Complete and submit a disclosure in [M-Inform](https://minform.it.umich.edu/), the university’s outside interest disclosure system.

M-Inform includes annual disclosure and COI training. Log in with your U-M uniqname and UMICH password.

### Need help? Contact the U-M COI Offices:

* Email the shared office email box: [COI.Support@umich.edu](mailto:COI.Support@umich.edu)
* Email OVPR COI (Ann Arbor campus units, Flint, Dearborn: [coi.umor.office@umich.edu](mailto:coi.umor.office@umich.edu)
* Email MEDCOI (Michigan Medicine units): [coi.med.office@umich.edu](mailto:coi.med.office@umich.edu)

### If your research involves human subjects/IRB oversight:

Review U-M’s Human Research Protection Program (HRPP) policies and procedures:

* [HRPP Operations Manual](https://hrpp.umich.edu/wp-content/uploads/sites/4/2024/10/1-HRPP-Operations-Manual.pdf) (link to download)
* [HRPP Website](https://hrpp.umich.edu/)

[Contact a U-M IRB](https://research-compliance.umich.edu/u-m-irb-contacts) to transition oversight of an existing study to a U-M IRB, or to negotiate ceding oversight to your previous institution.

Complete U-M’s Human Subjects Research Protections (HSP) course in PEEERS/My LINC or submit a training waiver request for a qualifying equivalent course. Log into PEERRS/My LINC training system with your U-M uniqname and UMICH password.

* For details and a course link, see the [HSP course details webpage](https://hrpp.umich.edu/peerrs-human-subjects-research-protections-course-details/).

Log into the [eResearch Regulatory Management (eRRM) system](https://errm.umich.edu/ERRM/Rooms/DisplayPages/LayoutInitial) with your U-M uniqname and UMICH (Level 1) password to review your studies, or initiate a new human research study.

eRRM is the system used to submit IRB applications (HUMs) at U-M. You may begin work on eResearch IRB applications as soon as you have your U-M network credentials.

Ready to start your IRB approved human research study?

* Contact the Office of Research Compliance Review (ORCR) for a study start-up consultation.
* Use ORCR’s [Self-Assessment Tools](https://hrpp.umich.edu/office-of-research-compliance-review-orcr/self-assessment-tools-for-investigators/) to manage your study.

### Need help? Contact the U-M HRPP Offices:

* Email or call IRB-HSBS (Ann Arbor campus units, Flint, Dearborn): [irbhsbs@umich.edu](mailto:irbhsbs@umich.edu), (734) 936-0933)
* Email or call IRBMED (Michigan Medicine units): [irbmed@umich.edu](mailto:irbmed@umich.edu), (734) 763-4768
* Email ORCR: [orcr-deptemail@umich.edu](mailto:orcr-deptemail@umich.edu).

### If your research involves vertebrate animals/IACUC oversight:

Contact the [Animal Care & Use (ACU) Program](https://animalcare.umich.edu/connect-with-us/) for assistance in transferring an animal protocol from another institution to U-M.

Review the [U-M policies](https://az.research.umich.edu/animalcare/policies) related to the care and use of vertebrate animals, protocol/amendment review, and laboratory space.

Download the [ACU Program Quick Reference Guide](https://animalcare.umich.edu/wp-content/uploads/2024/04/acu_qrguide_december2023.pdf), which provides resources, contact information, and more.

Complete the [New PI Onboarding Request Form](https://umichumhs.qualtrics.com/jfe/form/SV_8kMfrifdkHjX1AO) to obtain access to the eResearch Animal Management (eRAM) system.

* Access is typically processed within 2 -3 business days
* For details, see the [New PI Onboarding Process webpage](https://animalcare.umich.edu/protocol-approval/newpi/)

Complete any [assigned animal care and use training](https://animalcare.umich.edu/training/).

### Need help? Contact the U-M Animal Care & Use Office (ACUO):

* Email ACUO at [acuoffice@umich.edu](mailto:acuoffice@umich.edu), or call (734) 763-8028

### For animal procurement, handling, and veterinary care:

Complete the [Shipping Form (Import) in eRAM](https://documentation.its.umich.edu/node/1070) to transfer vertebrate animals to U-M from your previous institution.

Animal procurement at U-M is completed via the eRAM system. You must first have your U-M network ID (uniqname and UMICH password) to access eRAM.

For more detail on transferring animals to campus or on campus, see the [ACU Transporting Animals webpage](https://animalcare.umich.edu/animal-use/transporting-animals/).

If you will handle vertebrate animals:

* Obtain [animal housing access](https://animalcare.umich.edu/facilities-systems-access/animal-housing-access/) (includes required training and facility tour)
* Enroll in the [EHS Animal Handler Medical Surveillance Program](https://ehs.umich.edu/research-clinical/animals/medical-surveillance/)

The animal handling section of the IACUC protocol identifies personnel who will handle the animals.

Review the applicable ACU procedures and guidelines for details about specific animal handling requirements:

* [Animal Care & Use SOPs (Research A-Z)](https://az.research.umich.edu/animalcare/sops)
* [Animal Care & Use Guidelines (Research A-Z)](https://az.research.umich.edu/animalcare/guidelines)

### Need help? Contact the Unit for Laboratory Animal Medicine (ULAM):

* Email ULAM at [ulam-questions@umich.edu](mailto:ulam-questions@umich.edu), or call (734) 764-0277

### If your laboratory/field research requires biosafety oversight:

Research involving recombinant DNA/SNA (including use of transgenic animals), infectious agents, biological toxins, human-derived and/or certain animal-derived substances, and the administration of any of the above to vertebrate animals requires U-M Institutional Biosafety Committee (IBC) approval.

Complete an IBC application in the eResearch Regulatory Management (eRRM) system.

All work noted above (including exempt and BSL1 rDNA/SNA work) must be approved by the IBC prior to the start of the research. See the [IBC website for details](https://research-compliance.umich.edu/institutional-biosafety-committee-ibc).

Log into eRRM with your uniqname and UMICH (Level 1) password.

Schedule a laboratory inspection with EHS:

* Complete the [Pre-commissioning Consultation Form](https://ehs.umich.edu/forms/research-and-clinical/pre-commissioning-consultation-form/), or
* Call (734) 647-1143

Work requiring BSL2 containment must pass a laboratory inspection of the facility and utilities (ventilation, storage, plumbing) by U-M’s Environment, Health & Safety (EHS) department prior to IBC approval. IBC will hold approval until all corrective actions for the are resolved for the facility.

Register for and complete appropriate EHS/biological safety training in My LINC.

For a list of training and course links, see the [EHS Course Catalog (Google doc)](https://docs.google.com/document/d/1nNsgRbc6mDobA63Lwlo5r_CzN2TzzFDg0PttLRkIPWg/edit?tab=t.0). To log into EHS/My LINC you must have your U-M uniqname and UMICH (Level 1) password.

### Need help? Contact the U-M Institutional Biosafety Committee:

* Email [IBCstaff@umich.edu](mailto:IBCstaff@umich.edu)
* Email or call the EHS Biosafety Officer: Janet Follo ([follo@umich.edu](mailto:follo@umich.edu), 734-647-1142)

### If your research involves a human gene transfer clinical trial:

Contact the Institutional Biosafety Committee (IBC) early for guidance. See the IBC [Human Gene Transfer Clinical Trials webpage](https://research-compliance.umich.edu/human-gene-transfer-proposals) for details.

Initiate an Institutional Review Board (IRB) application, marking “yes” for human gene transfer where appropriate. See the [Institutional Review Board (IRB) section of this document](#_If_your_research) for guidance.

### Need help? Contact the U-M Institutional Biosafety Committee:

* Email [IBCstaff@umich.edu](mailto:IBCstaff@umich.edu)

### If your work involves hazardous materials, radiation, lasers, or scientific diving:

Complete the EHS Laboratory [Pre-commissioning Consultation Form](https://ehs.umich.edu/forms/research-and-clinical/pre-commissioning-consultation-form/).

If working with chemicals/hazardous materials:

* Review the [U-M Chemical Hygiene Plan](https://ehs.umich.edu/wp-content/uploads/University-of-Michigan-Chemical-Hygiene-Plan.pdf). See the [EHS Research & Clinical Chemical webpage](https://ehs.umich.edu/research-clinical/chemical/) for details.
* Complete the [MI Safety Portal Login Request](https://ehs.umich.edu/research-clinical/mi-safety-portal/) to maintain your hazardous materials inventory.

Complete the applicable laboratory and/or radiation/laser training course(s) in My LINC. See the [EHS Course Catalog](https://docs.google.com/document/d/1nNsgRbc6mDobA63Lwlo5r_CzN2TzzFDg0PttLRkIPWg/edit?tab=t.0) for details and course links.

### Need help? Contact U-M Environment, Health & Safety (EHS):

* Email EHS at [ehsanswers@umich.edu](mailto:ehsanswers@umich.edu), or call (734) 647-1143

### If your research requires Export Control oversight:

Work involving anything that is military in nature, including the use or development of defense articles, dual-use or nuclear technologies, space technologies, weapons, explosives, select agents, or has study team restrictions for foreign persons, or involves collaboration with colleagues or institutions in embargoed countries may be Export Controlled.

Review the policies, procedures, and more on the [Export Control Program website](https://research-compliance.umich.edu/export-controls).

Complete the [PEERRS Export Controls training course](https://maislinc.umich.edu/rcore/c/pillarRedirect?relyingParty=LM&url=app%2fmanagement%2fLMS_ActDetails.aspx%3fActivityId%3d47711%26UserMode%3d0).

For more information see the [Export Controls course details webpage](https://research-compliance.umich.edu/peerrs-export-controls-course-details).

Log into PEERRS/My LINC training system with your U-M uniqname and UMICH [Level 1] password.

Work with the U-M Export Controls Office (ECO) to implement a Technology Control Plan (TCP) in the eResearch Proposal Management system.

A TCP may be required for sponsored research activity (awards, contracts, agreements, collaborations, etc.) involving export controlled items or data. See the [Technology Control Plans and Export Licenses webpage](https://research-compliance.umich.edu/export-controls/technology-control-plans-licenses) for details.

### Need help? Contact the U-M Export Control Office (ECO)

* Email the ECO: [exportcontrols@umich.edu](mailto:exportcontrols@umich.edu)
* Call the Export Controls Officer: (734) 936-1184

### If your research utilizes a controlled substance:

Apply for (or transfer) the required regulatory licenses:

* [State of Michigan (SOM) Research License](https://www.michigan.gov/-/media/Project/Websites/lara/bpl/Pharmacy/Licensing-Info-and-Forms/Info/Controlled-Substance-Individual-Licensing-Guide.pdf?rev=7c7c1661650d4c339aa588caff1ace42)
* [DEA Researcher Registration](https://apps.deadiversion.usdoj.gov/webforms2/spring/login?execution=e1s1)

Obtaining SOM and DEA qualifications to utilize and store controlled substances for research may take months.

Use of a practitioner license for non-clinical research is not advised.

Record your license/registration in the eResearch Animal Management (eRAM) system. You must first have your U-M uniqname and UMICH (Level 1) password to log into eRAM.

Review the [U-M Controlled Substance in Research](https://research-compliance.umich.edu/controlled-substances-research) website for policy and procedural information.

Email [cs-monitors@med.umich.edu](mailto:cs-monitors@med.umich.edu) to schedule a training session with a U-M Controlled Substance Monitor.

### Need help? Contact a U-M Controlled Substance Monitor

* Email: [cs-monitors@med.umich.edu](mailto:cs-monitors@med.umich.edu)
* Call the Controlled Substance Monitoring Program Manager at (734) 764-2003

### If your research develops or uses human pluripotent stem cells:

Research to create and/or use human embryonic stem cell (hESC) or human induced pluripotent stem cell (iPSC) lines at U-M requires institutional approval prior to beginning the work.

Review the policies and guidelines governing human pluripotent stem cell research on the [U-M HPSCRO website](https://hrpp.umich.edu/human-pluripotent-stem-cells/):

* State of Michigan policy
* NIH guidelines
* U-M policy

[Download](https://hrpp.umich.edu/resource/hpscro-application/) the HPSCRO application. Email the completed application form to HPSCRO at [HPSCROQuestions@umich.edu](mailto:HPSCROQuestions@umich.edu).

If transferring human pluripotent stem cells to U-M from another institution, complete an [incoming materials transfer agreement (MTA)](https://innovationpartnerships.umich.edu/resource/mta-incoming/) in eResearch Proposal Management (eRPM). A U-M uniqname and UMICH (Level 1) password is required to log on to eRPM.

### Need help? Contact the U-M HPSCRO Administrator

* Email HPSCRO at [HPSCROQuestions@umich.edu](mailto:HPSCROQuestions@umich.edu), or call (734) 764-7545
* For MTA assistance, contact U-M Innovation Partnerships by phone (734) 763-0614 or by email at: [innovationpartnerships@umich.edu](mailto:innovationpartnerships@umich.edu).

### If your research involves the use of Controlled Unclassified Information (CUI):

Federal contracts/awards requiring CUI information controls must utilize secure technology systems.

Contact the Research Information Security Oversight (RISO) Program to determine the appropriate system/technology solution to secure and store the data.

Work with RISO to develop an information security plan for your research project(s) outlining how you will secure and store the data, including who will have access to that data.

### Need help? Contact the U-M HPSCRO Administrator

* Email: [Research.Information.Security@umich.edu](mailto:Research.Information.Security@umich.edu)

## Research Materials, Data, and Equipment

To transfer research materials (e.g., biospecimens, technology, etc.), data, or equipment from another institution to U-M, you must establish the appropriate agreement between the University of Michigan and the other institution. Material transfer agreements, data use agreements, and other agreements are a type of unfunded agreement (UFA) the eResearch Proposal Management (eRPM) system.

### To transfer data to U-M:

Complete an [incoming data use agreement (DUA)](https://orsp.umich.edu/policies-procedures/data-use-agreements) in eRPM.

If the data is export controlled (by its type, recipient, or destination), contact the contact the U-M Export Control Office (ECO) to verify the export licensing requirements to transfer the data.

If the data is protected health information (PHI) and subject to HIPAA regulations, contact the Michigan Medicine Corporate Compliance office for approval to transfer the data.

### Need help? Transfer Data Contacts

* For DUAs, contact ORSP at [orsp-triage@umich.edu](mailto:orsp-triage@umich.edu), or call (734) 764-5500.
* For Export Controlled data, contact the U-M Export Control Office (ECO) at [exportcontrols@umich.edu](mailto:exportcontrols@umich.edu)
* For HIPAA, contact the Michigan Medicine Corporate Compliance office at [compliance-intake@med.umich.edu](mailto:compliance-intake@med.umich.edu) or call, (734) 615-4400.

### If your work involves sensitive data:

Review U-M information security policies and standards, including:

* Regulatory guidance for specific data types
* Investigator responsibilities to protect research data

For more information, review U-M ITS Safe Computing resources, such as:

* [Comply with Laws, Policies, and Regulations website](https://safecomputing.umich.edu/protect-the-u/compliance?nav=)
* [Protect Your Unit’s IT webpage](https://safecomputing.umich.edu/protect-the-u/protect-your-unit)

Use [U-M’s Sensitive Data Guide](https://safecomputing.umich.edu/dataguide/) to make informed decisions about where to safely store and share sensitive university data.

### Need help? ITS Information Assurance (IA) Contacts

* Email the ITS Customer Service Center at [4help@umich.edu](mailto:4help@umich.edu), or call (734) 764-4357

### To transfer research materials to U-M:

Complete an [incoming materials transfer agreement (MTA)](https://innovationpartnerships.umich.edu/resource/mta-incoming/) in the eResearch Proposal Management (eRPM) system.

### Need help? Contact U-M Innovation Partnerships

* Contact John Corthell at Innovation Partnerships by email [corthell@umich.edu](mailto:corthell@umich.edu) or by phone at 734-763-1019.

### To transfer equipment to U-M:

Review the U-M policy regarding the acquisition of property including capital equipment: [SPG 520.01: Acquisition, Use, and Disposition of Property (Exclusive of Real Estate)](https://spg.umich.edu/policy/520.01)

Contact [U-M Property Control](https://procurement.umich.edu/u-m-employees/property-management/property-control/) to arrange for transfers of capital research equipment assets from your prior institution to U-M.

### Need help? Contact U-M Property Control

* Call U-M Property Control (734) 764-6251, or email at [property.control@umich.edu](mailto:property.control@umich.edu)

### Transferring/Using Intellectual Property:

U-M Innovation Partnerships is responsible for the negotiation between your previous institution and the University of Michigan regarding any transfer of intellectual property. The office works with faculty to report inventions for licensing and commercialization in order to secure intellectual property rights.

Contact Innovation Partnerships to discuss previously filed patents, current involvement in start-up companies, or if you intend to utilize pre-existing intellectual property in your work at U-M.

Review Innovation Partnership resources for information on licensing/commercialization of intellectual property:

* [Submit Your Innovation](https://innovationpartnerships.umich.edu/submit-your-innovation/) webpage
* [Commercialization Basics](https://innovationpartnerships.umich.edu/resource/commercialization-basics/) webpage
* [Entrepreneurs](https://innovationpartnerships.umich.edu/entrepreneurs/) webpage
* [Research Tools](https://innovationpartnerships.umich.edu/resource/research-tools/) webpage

### Need help? Contact U-M Innovation Partnerships

* Email Innovation Partnerships at [innovationpartnerships@umich.edu](mailto:innovationpartnerships@umich.edu) or call (734) 763-0614.

## Procurement/Travel & Expense Reporting

Review the [U-M procurement processes and policies](https://procurement.umich.edu/u-m-employees/purchasing/). Work with your unit’s Research Administrator (RA) to purchase items for your research.

* Purchases over $50,000 require competitive bidding by Procurement Services.
* [Restricted products/services](https://procurement.umich.edu/u-m-employees/purchasing/process-and-policies/ordering-restricted-purchases-special-approvals/) require prior approval by university officials or require a particular purchasing process.

If applicable, work with your unit’s RA to request a [PCard (Purchasing Card) or Travel Card](https://procurement.umich.edu/u-m-employees/pcard/).

Review the [U-M travel, expense and business hosting policies and guidelines](https://spg.umich.edu/policy/507.10-1).

Review the current requirements and processes for:

* [Booking business travel](https://procurement.umich.edu/u-m-employees/travel-expense-reporting/travel/)
* [Expense reporting](https://procurement.umich.edu/u-m-employees/travel-expense-reporting/expense-reporting/)

### Need help? Contact U-M Procurement Services

* Complete the applicable [Service Contact Form](https://procurement.umich.edu/contact-us/)
* Call (734) 764-8212, prompt 2