PROCEDURE

Niner Talent

1. **DEPARTMENTAL PROCESS**
   o Identify grant/fund number to be used for the assignment.
   o Review the budget justification to make sure the position is allowable on the grant.
   o Review the project dates to be sure the assignment does not exceed the award end date.
   o Review Banner budget to ensure funds are available in the account line the Niner Talent Hire will be paid from. If funds are not available before processing the Niner Talent Action, a budget revision would need to be completed. (Review the grant Notice of Award to determine if the budget revision will be an internal or external prior approval request).
   o Add information to all fields on the Niner Talent Action.
   o Note: Niner Talent Actions can be split funded. Use the steps above to review EACH grant/fund.

2. **GCA PROCESS**
   o In order to conform to GCA procedures, check all actions listed above. The checklist ensures the request meets College/Department goals and priorities and the action is compliant with University, Agency guidelines, and Uniform Guidance.
   o GCA has 5 working days to complete the action – Either approve or disapprove (corrections required from the College/Department) within 5 working days.
   o The GCA Research Administrator will review the request and may need to obtain additional information from the College/Department. This could delay the action if additional information is required.
   o Upon approval, the assignment will be routed forward to the Budget Office.
   o If the assignment is deemed unallowable after review and additional information is received, the Niner Talent action will be disapproved. *NOTE: Once an assignment is disapproved, it cannot be retrieved in the system.*

 * Additional resources on Niner Talent Actions: https://hr.charlotte.edu/ninertalent *