How to Request a New Funding Source (Combo Code)  Updated as of 07.12.2023

For Combo Codes that **include a project ID and are related to a grant & contract**, please email the following in Grants and Contracts:

- Chassi Herman chassi.herman@UND.edu
- Lisa Moore lisa.moore@UND.edu

Include the following information:
- Fund number
- Department number
- Project ID
- Account code

All combo codes start with a U. See examples below:
- U 43300 8275 UND0020284 T
- U 43300 8275 UND0020284 T

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For **all other** Combo Codes, please email the following in Resource Planning & Allocation:

- Amanda Cearley amanda.cearley@UND.edu
- Connie Gagelin connie.gagelin@UND.edu

Include the following information:
- Fund number
- Department number
- Account code
- Project ID (only needed for the following list of fund ranges)
  - 14000-14999
  - 17000-17499
  - 26000-26999 (Alumni Flow-Thru Funds)
  - 28000-28999
  - 38000-38999

All combo codes start with a U.

See examples below for a combo code that **doesn't** include a project:
- U 23047 2350 R
- U 30732 1070 F

See examples below for a combo code that **does** include a project (see list above of which funds require a project ID):
- U 26060 2320 UNDF048409 F
- U 26101 2750 UNDF040175 R

*Please note that salary budgets need to be set up prior to the combo code(s) being requested.*

Budget Journals can be submitted using the workflow process that has been created within the PeopleSoft Finance system. **Budget Journal Instructions** can be found on the Resource Planning & Allocation web page under Resources.