

## How to Request a New Funding Source (Combo Code)

Updated as of 9/13/2021

For Combo Codes that include a grant number, please email the following in Grants and Contracts:

- Chassi Herman [chassi.herman@UND.edu](mailto:chassi.herman@UND.edu)
- Lisa Moore [lisa.moore@UND.edu](mailto:lisa.moore@UND.edu)

And include the following information:

- Fund number
- Department number
- Grant number
- Account code
  
- All combo codes start with a U. See examples below:
  - U 43700 2320 UND0019824 O
  - U 43300 8275 UND0020284 T

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

- Amanda Cearley [amanda.cearley@UND.edu](mailto:amanda.cearley@UND.edu)
- Connie Gagelin [connie.gagelin@UND.edu](mailto:connie.gagelin@UND.edu)

And include the following information:

- Fund number
- Department number
- Account code
  
- All combo codes start with a U. See examples below:
  - U 20347 2350 R
  - U 30732 1070 F

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

Budget Journal eForms can be submitted through Perceptive Content. Instructions on how to complete a Budget Journal eForm can be found on the Resource Planning & Allocation web page under Resources. An exception to this is during Annual Budget – a budget will be set up for the combo code during the annual budget process.