* Grant renewals are done using the same grant number even though the researcher may submit proposal with a different proposal title
* most grants awarded to WU faculty begin January. Applications for a majority of grants are made once every four years.
* Where grants for the same project are made from several sources, these related grants would be cross-referenced in the database by some means.
* Inefficient use of data storage, every renewal is treated as new proposals

**Accounting department**

* Inefficient use of grant tracking system, accountant needs to Enter grant accounting information into accounting system
  + Assign new project number according to established accounting structure
  + Complete information on "Research Project Notification" form for the project file and for notifying researchers, researcher's department and Research Offices. E)
* The secretary sends one copy of the "Research Project Notification" with signing authority form to the researcher and distributes the other copies to the department and GO.
  + The secretary then returns the documentation and project file with "research Project Notification" and index card to the accounting clerk for filing.

**Department Communication**