

**SDSU Research Foundation
Fund Request / Operating Agreement
For Campus and/or Community Program**

New Request Or Renewal for Fund #

PART 1: GENERAL INFORMATION

This agreement between the Project Director and SDSU Research Foundation (SDSURF) is used to authorize the establishment of a campus/community program project. A campus or community program is a self-supporting activity, designed to further the objectives of SDSU or serve the community in a manner consistent with the approved activities authorized in the SDSU Research Foundation Operating Agreement. Please note that this agreement is **not** to be used to establish a project that will receive **gifts or donations**. Please contact the Campanile Foundation to establish a gift fund. The fund is also **not** to be used to deposit **grants or contracts**. Grants and contracts should be routed through the SDSURF Sponsored Research Development office. All approved campus and community programs will be required to comply with the guidelines, policies and procedures of SDSURF.

Project Title: (30 Characters Only Including Spaces)

Project Director: _____ Project Period From: _____ To: _____
(maximum term 3 yrs)

College / Unit: _____ Department / Office: _____

E-mail Address: _____ Office Phone: _____

Office Address: _____

Activity Location (Check all that apply): On Campus Off Campus Address: _____

Objective of Project and Benefit to University (attach additional pages as needed):

Describe the proposed project: _____

What need is being addressed: _____

Who is being served by this project: _____

Short and long term benefit and significance to the University: _____

PART 2: FUNDING SOURCES

Total anticipated Annual Revenue Amount: _____

Source of Funding - Check all that could apply and provide a detailed explanation of each source of funds.

Transfer from other Foundation fund(s) #: _____

Program income related to grant/contract #: _____

Sales of goods or services (specify) _____

Registration fees from conferences or workshops (specify) _____

Other special events (specify) _____

Fees (specify) _____

Course fees collected from students may not be deposited with the Research Foundation unless they are from non-credit courses

Other (specify) _____

PART 3: EXPENSE TYPES

Nature of Anticipated Expenses - Check all expense types you may have during this agreement. (a detailed budget may be requested as part of the review of this request)

- Salaries & Benefits Supplies Software Computers/Printers Room/Facility Rental
 Consultants/Contract Services Postage Printing Equipment < \$5000 Hospitality/Catering
 Stipends/Honoraria/Awards Telephone Travel Equipment ≥ \$5000 Other _____

PART 4: RISK MANAGEMENT

Will the activities of this project potentially involve the following:

- Individuals driving as a required part of their job duties? Yes No
Potential payments (salary/services, stipend, travel, etc.) to non-US citizens? Yes No
Events or services with increased liability/risk that require additional insurance? Yes No
Special events where you anticipate serving alcoholic beverages? Yes No
Using hazardous materials or involvement in a hazardous activity? Yes No
Working with minors, disabled or elderly? If yes, specify _____ Yes No
Using volunteers? If yes in what capacity? _____ Yes No
Foreign Travel? If yes, specify city/country: _____ Yes No

Please note: Additional review and assistance from SDSURF Human Resources and/or Risk Management may be required for some of these types of activities.

PART 5: DISPOSITION OF RESIDUAL BALANCES AND FUND CLOSURE

Disposition of Funds

Upon closure of project any balance of funds shall be disposed of as follows:

- transfer to other SDSURF Fund #: _____

Please note that residual fund balances may not be transferred to another individual, organization, entity or institution.

Fund Closure

To close this project, send an e-mail to the responsible SDSURF Administrator requesting fund closure. Include the following:

1. Reason for fund closure 2. Proposed disposition of fund balance 3. Any property location and disposition

PART 6 TERMS AND CONDITIONS

SDSU Research Foundation policies and forms are available a www.foundation.sdsu.edu

SDSU Research Foundation (Foundation) agrees to monitor and enforce the following terms and conditions:

- Provide guidance on policies and procedures applicable to this fund in the form of an electronic Project Administrator Guide located on the web site referenced above. Guide will be updated on an annual basis.
- The project has a 6% administrative fee set by the SDSURF Board of Directors.
- SDSURF will not pay any interest on this fund.
- The agreement will be reviewed on a 3 year cycle.
- To continue this project activity past the project termination date referenced above, this form must be updated and reauthorized.
- Negative balances are not allowed. Funds with negative balances may be closed and will become the liability/responsibility of the project director and/or his or her affiliated department and/or college.
- All property or equipment purchased from this project is SDSURF's property.
- Disposition of property will be determined at project closure.
- Project information is available through P.I. Profile, the SDSURF web-based accounting interface; therefore, no paper reports will be issued.
- Residual balances at the point of closeout may not be transferred to another individual, organization, entity or institution.

Project Director's Responsibilities include:

- Ensuring all funds expended on this project will be for the purposes described herein
- Exercising signature authority for expenses affiliated with this program and/or delegating authority to individuals with appropriate levels of responsibility.
- Certifying expenditures are in compliance with the educational mission of the University and in compliance with the policies and procedures of SDSURF.
- Reading the Project Administration Guide located on the SDSURF web site referenced above.
- Complying with any and all SDSURF policies, procedures and/or directives (as amended from time to time) including those related to the hiring, payment and supervision of employees.
- Reviewing and monitoring this project and reporting any discrepancies upon discovery.
- Complying with all wage and hour laws.
- Understanding that ONLY the Human Resources Director or designee has the legal authority to establish pay or appoint, reappoint, discipline, discharge or change an employee's work status.
- Submitting an updated operating agreement, if the purpose of the fund changes, but at a minimum, every three years.

PART 7: AGREEMENT APPROVALS

Initial approval on each line below:

I understand there is a 6% administrative fee and that the project funds will not earn interest _____

I agree this project will not have a negative balance unless pre-approved by SDSURF. _____

I have read this agreement and agree to all terms and conditions. _____

Project Director's Signature: _____ Date: _____

Reviewed and Approved By

Department Chair: _____ Date: _____

VP/Dean/Unit Administrator: _____ Date: _____

Risk Management (if applicable) _____ Date: _____

Human Resources (if applicable) _____ Date: _____

PART 8: PROJECT AUTHORIZATION AND ASSIGNMENT

The SDSU Research Foundation (not the University) will have ultimate responsibility for the program (i.e. contractual authority, liability, risk of loss, policy control, fiduciary accountability, authority to continue or discontinue the project).

SDSU Research Foundation _____ Date: _____

SDSU Business Affairs _____ Date: _____

Administrator Assigned _____ Fund # _____

Fund Review Date _____