



Fund No. _____

Start Date _____

Renewal Date _____

SPECIAL PROJECT AGREEMENT

Part 1: GENERAL INFORMATION

This agreement between the University Corporation, San Francisco State (UCorp) and the project account holders signed below operates in compliance with California Administrative Code Title V, Section 42500, the Integrated CSU Administrative Manual (ICSUAM), and the policies of the University Corporation, San Francisco State.

Campus Program

Scholarship

PROJECT NAME _____

@sfsu.edu

PROJECT DIRECTOR _____

PROJECT DIRECTOR EMAIL ADDRESS _____

Must be Tenured/Tenure Track Faculty or Administrator (MPP)

COLLEGE/UNIT _____

DEPARTMENT/DIVISION _____

ACTIVITY LOCATION:

On Campus

Off Campus

Off Campus Address: _____

PURPOSE/GOAL OF PROGRAM (*State the objective of this project and how it meets the educational mission of the University*):

OTHER REMARKS/COMMENTS (*Optional*):

Part 2: FUNDING SOURCES

SOURCE OF FUNDING: Course fees collected from students may NOT be deposited with the University Corporation, San Francisco State, unless they are from non-credit courses offered through UCorp. All State funds must be deposited with the University.

Describe in detail the funding sources for the program or activity to be administered by UCorp:

Check all that could apply:

Sales of Goods (specify type, i.e., t-shirts, non-course materials) **Please describe:** _____

Courses, non-credit, **Please describe:** _____

Workshops/conferences **Please describe:** _____

Transfer from another UCorp Fund **Please identify:** _____

Distributions from SF State Foundation Endowment **Please identify:** _____

Special Events (specify type) **Please describe:** _____

Gifts and/or Donations _____

Other (Specify): _____

Part 3: EXPENSES

ANTICIPATED EXPENSES (Check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Space Rental |
| <input type="checkbox"/> Honoraria | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Consultants/Subcontracted Services | <input type="checkbox"/> Software |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Computers/Printers |
| <input type="checkbox"/> Travel | <input type="checkbox"/> Equipment <\$5,000 |
| <input type="checkbox"/> Supplies & Services | <input type="checkbox"/> Equipment >\$5,000 |
| <input type="checkbox"/> Reimbursement to SFSU for use of space, employees, etc. | <input type="checkbox"/> Scholarships |

Describe reimbursements: _____

Part 4: DISPOSITION OF FUNDS

UPON CLOSURE of project, the balance in this fund shall be disposed as follows:

- Transfer remaining balance to UCorp Fund No. _____
- Transfer remaining balance to SFSU Trust Account No. _____

If no funds have been selected, remaining funds will be transferred to appropriate departmental or dean's fund.

Deficits shall be covered by UCorp Fund No. _____

Part 5: RISK MANAGEMENT

Certain program activities may necessitate UCorp obtaining additional insurance. Please check all that might occur during the term of this Agreement.

- | | |
|--|---|
| <input type="checkbox"/> On campus events | <input type="checkbox"/> Potentially hazardous activities |
| <input type="checkbox"/> Off campus events | <input type="checkbox"/> Use of hazardous materials |
| <input type="checkbox"/> Working with minors, disabled, or elderly persons | |

If any activities are checked, please describe in detail: _____

Part 6: PROJECT DIRECTOR RESPONSIBILITIES

THE PROJECT DIRECTOR'S RESPONSIBILITIES for this project include, but are not limited to:

1. Ensuring that all funds received and expended on this project are for the purposes described herein.
2. Ensuring that expenditures are in compliance with the overall educational mission of SFSU.
3. Compliance with California Administrative Code Title V, ICSUAM, and the policies of UCorp as stated at ucorp.sfsu.edu
4. Notifying UCorp of any change in project personnel.
5. Updating signature delegations each time the project is renewed or the delegee changes.
6. Proactively notifying UCorp if any of the parameters described in this Agreement change.
7. Reviewing and monitoring this project and reporting discrepancies upon discovery.

Part 7: UNIVERSITY CORPORATION RESPONSIBILITIES

THE UNIVERSITY CORPORATION'S RESPONSIBILITIES for this project include, but are not limited to:

1. Adherence to California Administrative Code Title V, Section 42500, the ICSUAM, and the policies posted on ucorp.sfsu.edu
2. Maintaining an inventory of assets purchased under this agreement, and monitoring the disposition of assets at project close.
3. Maintenance and storage of financial records.
4. Review of receipts and expenditures for appropriateness and allowability.
5. As owner of this fund, UCorp is responsible for maintaining all financial records & insurance, and has legal liability for project activities.

Part 8: ACCOUNTING SERVICE FEES

ACCOUNTING SERVICE FEES for this project will be calculated on deposited funds as follows:

5% on gifts and donations (including matches)	5% on fundraising
10% on earned program revenue	
0% For funds designated solely for scholarships	0% For funds transferred in from Foundation or SFSU

Part 9: AUTHORIZED PROGRAM SIGNATORIES

The following individual/s is/are delgated the authority to approve the expenditure of public funds allocated to this College/Department/Unit for official expenditures related to the function of programs as designated by the University. Such approval will take the form of the named individual's signature on a Budget Transfer, GL Transfer, Travel Claim, Procurement Card Statement, Hospitality Expense Form, Invoice, Direct Payment Request, Reimbursement Request, Stipend Request, Honorarium Request, Trust Agreement, Purchase Requisition, Petty Cash Request or similar document authorizing the expenditure or movement of funds. Such approval may also take the form of an electronic authorization made through the University's financial management software, or a third party's workflow software, provided such authorization is made only after the input of a unique password protected log-on identification code assigned to the named individual. This delegation will remain in effect until it is revoked in writing, except that signature authority shall be automatically and immediately revoked upon the separation of the named individual's employment from San Francisco State University. **Please note that a delgatee may not also be the individual who authorizes the name listed on this form. This delegation supersedes all previous authorizations.**

_____	_____
Project Director (Tenured/Tenure Track Faculty or Administrator)	Print Name Date
_____	_____
Additional Authorized Signature	Print Name Date

Part 10: SFSU REVIEW AND APPROVAL

I authorize and assign the ownership of the campus program and/or activity described herein to the University Corporation, San Francisco State, and agree to adhere to all terms and conditions of the agreement.

_____	_____
College Dean/Associate Vice President/Unit Head Date	Associate VP, Fiscal Affairs Date
NEW Accounts REQUIRE VP/Provost Approval	
_____	_____
Vice President/Unit Head Date	

Part 11: UNIVERSITY CORPORATION REVIEW AND APPROVAL

1. *Is this project allowed under ICSUAM?*
2. *What is the benefit to having this project at UCorp?*
3. *Will employees be hired through UCorp to work on this project?*
4. *Is program revenue alone sufficient to support this project?*
5. *Will SFSU resources be used for this project?*
 - a. *If yes, will the university receive monetary compensation, or will there be another exchange of value? Describe.*
6. *Will additional insurance be required by UCorp to administer this fund?*

<input type="checkbox"/> <i>Special Event Insurance will be obtained when required.</i>	<input type="checkbox"/> <i>Approved</i>
<input type="checkbox"/> <i>Additional program insurance required.</i>	<input type="checkbox"/> <i>Not Approved</i>

_____	_____
UCorp Staff Review Date	Jason Porth Executive Director, UCorp Date