****

**Acceptance of Administrative Responsibility Form (AARF)**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Cost Center (CC) aka Departmental Budget Code:** |  |
| **Grant Total:** |  |
| **Primary Contact:** |  |
| **Project ID/Worktag**  **(CSF-inputted):** |  |

By signing this form, I certify that I am the administrator (or equivalent) for my campus unit, in charge of expense, human resources, and other financial transactions and I agree to the following:

* To be responsible for any hiring actions and/or purchases associated with this project.
* To financially track this project in a Project ID (PJxxxxxx) created by the CSF under the host departments’ Cost Center, and complete monthly BAR reconciliation.

Furthermore, I acknowledge the following:

* **Overages:** Any and all overages are the responsibility of the project / host department.
* **Leftover Funds:** Any unspent balance is to be returned to the CSF to go toward other projects. Exceptions can be made at the discretion of the CSF.
* **Scope Changes:** The CSF should be informed in advance of any changes in scope exceeding 10% of the total budget.

***Notes (if applicable):***

|  |  |  |
| --- | --- | --- |
|  | | |
| **Project Lead Name/Signature:** | | **Date:** |
| **Administrator Name/Signature:** | | **Date:** |
| **Title:** | **Department/Organization:** | |
| **Phone:** | **Email:** | |

*Please save this completed form as “Project Contact Name\_Project Name” and email it to* [*csfcoord@uw.edu*](mailto:csfcoord@uw.edu) *and cc csfproj@uw.edu. Please use e-signature or handwritten signature.*

*Tips to fill out:   
Can either download as a word or pdf document.*

* *If word, fill out the fields and can either print for handwritten signature or convert to pdf to input digital signature. Can also insert a digital signature as a “photo” and place it in the signature field.*
* *If have a pdf editor (e.g.,* [*Adobe*](https://www.adobe.com/acrobat/online/sign-pdf.html#:~:text=Select%20the%20PDF%20document%20you,or%20share%20your%20completed%20form.) *or the Mac “Preview), can download as a pdf and directly edit all fields and insert the digital signature.*

*Let us know if you have any difficulties.*