Acceptance of Administrative Responsibility Form (AARF)

*signatures found on next page

Project Title:	
Cost Center:	
Grant Total:	
Primary Contact [Name, Email]:	

For Budget Administrators:

All expenses should be approved and processed by the project's Budget Administrator. They will be responsible for informing students on any specific procedures. Below is the process for budget administrators to successfully access CSF funds:

Process: The CSF will setup a new project worktag (ID) and transfer funds within the department you are working with (this can take up to 4 weeks to setup). Expenses can then be made directly on this budget.

- Please provide your 8-digit departmental Cost Center (CCxxxxxx): _____

- Indicate any existing Project or Program Worktag for sorting: _____

Budget Revisions: Changes **greater than 10%** of the grant total will need CSF pre-approval. You must seek approval through email (written record). Any unspent balances following project completion OR a long-period of inactivity will be returned to the CSF to go back into our grantmaking budget. Any and all overages exceeding the amount approved in the budget award are the responsibility of the project / host department.

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 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 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.