



## Acceptance of Administrative Responsibility Form (AARF)

*\*signatures found on next page*

**Project Title:** \_\_\_\_\_

**Grant Total:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

### 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. There are two options for accessing CSF funds:

**Option 1-** The department agrees to administer and reconcile CSF-approved expenses on their budget, and to transfer them to our CSF Mini-Grant budget using a CSF-Assigned PCA code. Students are required to submit an updated budget report to the CSF once the project is complete.

- If selecting Option 1, budget admin, please initial here: \_\_\_\_\_
- PCA Code and CSF-Cost Center will be provided once this document is completed and received.

**Option 2 -** 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.

- For Option 2, 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).

**Notes (if applicable):**

<b>Project Lead Name/Signature:</b>		<b>Date:</b>
<b>Administrator Name/Signature:</b>		<b>Date:</b>
<b>Title:</b>	<b>Department/Organization:</b>	
<b>Phone:</b>	<b>Email:</b>	

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](mailto: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.*