CSF
CAMPUS
SUSTAINABILITY
FUND

UNIVERSITY OF WASHINGTON

Acceptance of Administrative Responsibility Form (AARF)

Project Title: Intro to Engineering Science Kits

Grant Total: $997

Primary Contact: Alex Amimoto

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: _TH_ *JHanson*
- PCA Code and CSF-Budget # will be provided once this document is completed and received.

Option 2 - The CSF will setup a new budget 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 10-digit departmental ORG Code: _____

Budget Revisions: Changes greater than 10% of the grant total will need CSF pre-approval.

Notes (if applicable):

Project Lead Name: Alex Amimoto, Co-lead: Naomi Chau	**Date: 12/2/20**
Administrator Name: Ted Hanson	**Date: 12/21/20**
Title: Administrator	**Department/Organization:** Civil and Environmental Engineering
Phone:206-616-1667	**Email: tjhanson@uw.edu**

Please save this completed form as "Project Contact Name_Project Name" and email it to csfcoord@uw.edu. The email originating directly from the approving body will be considered a signature. Please CC the Project Lead on this e-mail.

UW Campus Sustainability Fund

Mini-Grant Budget Form: 2018-2019

CSF

Project Name:	**Science Kits**
Department:	**Civil Engineering**
Transaction Typ	**Option 1**

Option 1 - The CSF will setup a new 16- budget # under the ORG code of a host department/entity.

Option 2- Departments/entities incur expenses on their existing budgets and transfer expenses to the CSF Mini-Grant budget using CSF assigned PCA Codes.

CSF PCA Code:

2018 Mini Grant Budget Sheet — CSF EXPENSES ONLY				
Row #	Expense Title / Detail	Requested Budget	Actual Spent [Fill Out Post Project Completion]	Expense Transfer Date [For Option 2]
Guest Speakers Honorarium				
14	n/a	n/a		
Conference Cost (Registration Only)				
16	n/a	n/a		
Supplies, Materials, Promotional Items, Print Fees, Ect.				
18	Electronics	$537.00		
19	3D Printing Filament	$143.00		
20	General supplies	$64.00		
21	PVC pipes/pieces	$123.00		
22	Taxes and Shipping	$130.05		
Room Rentals / Venue Fees				
49	n/a	n/a		
Student Wage / Stipend, Other Services (Ie Photographer)				
51	n/a	n/a		
Total			$ —	$ —
		$997.05		

Other Sources of Funding:	
Source Name:	**Funding Amount**
n/a	n/a
Total	$ —

To expand on any items in rows 1-17 above — please list row # and supply any additional detail below

Row #	Additional Comments	Costs
18	electrolytic capcitors	$10.00
18	Solderless PCB boards	$36.00
18	Kitwind motors 10V	$155.00
18	USB 3.0 Female to Female Extension Ca	$70.00
18	IC 7805 Voltage Regulator	$20.00
18	USB 3.0 Female to Female Extension Ca	$70.00
18	DC Converter 5 V 5 W	$116.00
18	DC DC Switching Regulator 5V 5W 7-28V	$50.00
18	Alligator Clips	$10.00
20	Carboard	$14.00
20	Bins to put kits in	$30.00
20	Office supplies for instructions manual	$20.00