****

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

|  |  |
| --- | --- |
| **Project Title:**  | Feasibility study: sustainability and community oriented engineering at UW |
| **Organizational (ORG) Code: 2600004200 (Now in Workday CC103153)** |  |
| **Grant Total:**  | $ 16,852 |
| **Primary Contact:**  |  |
| **Budget # (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 “16-“ (ASUW) budget created by the CSF under the host departments the Financial Organization Code (OrgCode), 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:** Ed Habtour | **Date:** 02/9/2024 |
| **Administrator Name/Signature:**  Elizabeth LeeA signature on a piece of paper  Description automatically generated | **Date: 2/12/2024** |
| **Title:**   Grant Manager | **Department/Organization:**Aeronautics & Astronautics |
| **Phone:** 206-543-6321 | **Email:** etlee26@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.*