



Acceptance of Administrative Responsibility Form (AARF)

Project Title:	ASUW Shell House Sustainable Stormwater Feasibility Study
Organizational (ORG) Code:	
Grant Total:	\$40,000
Primary Contact:	Kathryn Rogers Merlino, Associate Professor, Architecture
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: Kathryn Rogers Merlino	Date: April 12, 2023
Administrator Name/Signature: Professor Brian McLaren, Acting Chair, Department of Architecture	Date: April 12, 2023
Title: Department Chair, Associate Professor	Department/Organization: Architecture, College of Built Environments
Phone: 206-543-4966	Email: bmclaren@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.