



Acceptance of Administrative Responsibility Form (AARF)

Project Title:	UW Farm Intern Development Coordinator
Organizational (ORG) Code:	ENVIR – Program on the Environment
Grant Total:	\$52,245
Primary Contact:	Eli Wheat
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:		Date:
Dr. Eli Wheat		5/14/21
Administrator Name/Signature:		Date:
Dr. Gary Handwerk		5/14/21
Title:	Department/Organization:	
Director,	Program on the Environment	
Phone:	Email:	
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