

June 15, 2015

**Finance**

**Office of The Associate Vice President**

Accounting Services  
Accounts Payable  
Bursar's Office  
Contracts & Purchasing  
Distribution Services  
Finance Support  
University Budget Office

One Washington Square  
San José, California 95192-0008  
Voice: 408-924-1660  
Fax: 408-924-1892

[www.sjsu.edu](http://www.sjsu.edu)

**To:** Deans and AVP Recipients of 2014/15 SSETF Student Success Funds

**From:** Bradley D. Olin  
Director, Budget Planning & Risk Management

**Subject: 2014/15 Request for Continuation of SSETF Funds**

As with last year, a process is available for departments/divisions to request the continuation of unencumbered one-time funds awarded in 2014-15 prior to June 30th. (If you have encumbered the funds with a purchase order, the funds will be returned to your department to cover this expense so long as there is an available balance from your funding award). In order to allocate new funds to departments/divisions in July/August, any balance remaining in departments from prior year awards will be returned to the University at year-end.

The Budget and Risk Management Office in consultation with the Interim VP for Administration and Finance will review requests to continue projects that were not completed due to extenuating circumstances and make recommendations to the President. Any lapsing funds (not reallocated) will be made available for the following year's allocation process to other projects. Please refer to the calendar below for an expected timeline.

In order to facilitate this process a form has been attached for your completion; it is also available on the [SSETF Webpage](#). Scroll down below the fee table to the section labeled "2014/15 Continuation of Project Funding Awards".

The form is an adobe form and it is preferable that Deans and AVPs digitally sign the form and email to me at: [bradley.olin@sjsu.edu](mailto:bradley.olin@sjsu.edu).

<b>Continuation Requests</b>	
May/June	The University issues call for requests to continue funds for unfinished projects
July	Requests for continuation funding of unfinished/continuing projects are due to the University Budget & Risk Management Office
July/August	The University Budget & Risk Management Office meets to discuss proposals and submits final recommendation to the Interim Vice President, Administration & Finance/CFO.  Interim VP A&F finalizes recommendations
August	Funds transferred to receiving units by Budget & Risk Management

**Due Date: July 30, 2015**