

Request/Agreement for Self-Support Project Account

PART 1: General Information

This agreement is used to authorize the establishment of an account for a Self-Support project to be managed by the San Jose State University Research Foundation (SJSURF). A Self-Support project is defined as being a non-state-funded activity that enhances SJSU's educational mission, and enriches the University's learning environment (e.g., faculty hosted seminars, conferences and workshops, specialized training [non academic credit], and special events.) This agreement is **NOT** to be used to establish an account for **contracts or grants, gifts or donations, or for any activities that will confer academic credits or are required to obtain academic credit.** All Self-Support projects must comply with the guidelines, policies and procedures of the SJSU Research Foundation, CSU Policy 13680, and Executive Order 1059.

New Update SJSURF Account #

Project Title

Start and End Dates

(Maximum term is 3 years after which this form will need to be updated and re-authorized if account is to remain open)

UPON TERMINATION OF PROJECT ANY BALANCE OF FUNDS SHALL BE DISPOSED TO:

College Dean SJSURF Operating Account	Department Chair SJSURF Operating Account
Account #	Account #

Project Director

College, Department, Zip

On-Campus Address

Off-Campus Address

DESCRIBE THE PURPOSE OF THE PROJECT ACCOUNT AND BENEFIT TO SJSU
 (Include objective of project, need being addressed, benefits and significance to SJSU students, faculty and staff.)
 If additional space is needed, please attach a Word document.

WHERE WILL THE PROJECT BE LOCATED AND THE UNIVERSITY FACILITIES/EQUIPMENT USED?
 (Include specific address and building, and describe how cost of facilities usage is to be managed.)

PART 2: Funding/Revenue Sources

Per CSU Executive Order 1059, revenues from CSU system-wide mandatory fees, campus mandatory fees, course and materials fees, or fees paid by matriculated CSU students to attend campus self-supported instructional programs for academic credit **may not** be deposited in this account. **PLEASE CHECK ALL THAT APPLY:**

Transfer from other Account (account name & #):

Program Income from Contract or Grant Project (specify):

Sales of Goods (specify type, i.e., t-shirts):

Special Events (specify event, workshop, conference):

Fees (specify type, i.e., participation, non-credit workshop):

Other (specify):

PART 3: Expense Types

Types of Expected Expenditures - **PLEASE CHECK ALL THAT APPLY:**

Faculty or University Staff Release Time or Overload	Stipend/Honoraria/Award	Space Rental or Lease
Non-Faculty Salaries & Wages	Travel	Hospitality/Catering
Independent Contractors	Equipment Purchase	Other (explain below)
Payments to Non-U.S. Citizens	Equipment Rental	

PART 4: Risk Management

Will the activities of this project involve any of the following?

1. Individuals driving their own vehicles as a required part of their job duties?	Yes	No
2. High risk or special events that may require a certificate of insurance? (i.e., renting transportation for field trips, renting of hotels or facilities for meetings, workshops)	Yes	No
3. Special events where you anticipate serving alcoholic beverages?	Yes	No
4. Use of hazardous materials or involvement in a hazardous activity? (See SJSU web site www.sjsu.edu/fdo/departments/ehs/hazardous/ regarding use of hazardous materials or activities.)	Yes	No
5. Working with minors, disabled or elderly? If yes, please circle.	Yes	No
6. Use of volunteers?	Yes	No
7. Foreign Travel? If yes, please specify city and country:	Yes	No
8. Use of human subjects? If yes, attach approval from IRB.	Yes	No
9. Use of animal subjects? If yes, attach approval from IACUC.	Yes	No

Additional review by SJSURF Human Resources and/or Risk Management may be required for some of these types of activities . (SJSURF to obtain the following signatures.)

Review by SJSURF HR when applicable:

Review by SJSURF Risk Management when applicable:

PART 7: EO 1059 and Policy 13680 COMPLIANCE ANALYSIS (to be completed by SJSURF)

Policy 13680 Ownership Indicators	Applies to SJSURF (Check Box)	Applicable Remarks
Authority and discretion to <i>contract</i> for services or materials required by an activity or program (e.g. contract for use of hotel conference space or to procure scientific equipment).		
Responsibility for <i>business losses</i> or for bearing <i>excess costs</i> when insufficient funds were collected in connection with commercial and non-commercial activities or programs.		
Acceptance of <i>legal liability</i> as an owner or principle entity being both in charge and answerable for an activity or program.		
Acceptance of <i>fiduciary obligations</i> (beyond those associated with an agency relationship) associated with an activity or program.		
Responsibility for the establishment of operating and administrative <i>policies</i> governing an activity or program.		
Primary control or discretion over the <i>expenditure</i> of funds related to a program or activity.		

Appropriate Revenue Source per EO 1059?	YES	NO	Remarks
See Part 2 of this agreement			

PART 8: Research Foundation and University Approval

The SJSU Research Foundation (not SJSU) will have ultimate responsibility for the program (i.e. contractual authority, liability, risk of loss, policy control, fiduciary authority, authority to continue or discontinue the project) as defined by CSU policy 13680 and Executive Order 1059.

SJSURF Administrator: Signature _____ Date _____

SJSU Administration and Finance: Signature _____ Date _____