

An FIU Foundation Project (7 digit number in PeopleSoft) must be created to track donations received and expenses that are allowed as per the donor's documented intent.

Refer to the following related policies found on the Foundation website for requirements:

- 1) Minimum Required to Establish Accounts Policy ([policies.fiu.edu](https://policies.fiu.edu))
- 2) Establishing Endowment Accounts Policy ([policies.fiu.edu](https://policies.fiu.edu))

In order to request a project, please submit the electronic New Foundation Project Request Form along with any supporting documents (to be attached to the submitted form). Once the form is submitted by the initiator it will automatically route to the selected department's org approvers for their electronic approval. An e-mail will be sent to all parties once the project setup has been finalized by the Foundation.

The New Foundation Project Request form is located on the FIU Foundation website in the Online Forms section: (<https://give.fiu.edu/business-governance/online-forms/>)

The following supporting documentation must be attached to the submitted forms:

- 1) Gift Agreement and/or any other document that substantiates the donor's intent for use of the funds.

If no Gift Agreement is available, provide a copy of the pledge agreement, written letter/note from the donor, or copy of check with memo line information.

In the case of a grant where a proposal is required by the grantor/donor, include a copy of the written proposal and approved budget.

For "In Memoriam" projects, provide a copy of the obituary or other formal announcement.

- 2) Copy of the deposit transmittal documenting the initial deposit amount.

For further instructions please visit the 'Instructions' link in the top right corner of the form.