A 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)
2) Establishing Endowment Accounts Policy (policies.fiu.edu)

In order to request a project, please complete and provide the following:
1) Project Description Form
2) Signature Authorization Form
3) Supporting Documentation

These forms are located on the FIU Foundation website (https://give.fiu.edu/business-governance/online-forms/) under the Online Forms tab.

1) Project Description Form

- **Project Name**: A name that describes the purpose of the donation as specified by the donor. This information can normally be found in the Gift Agreement or other document provided by the donor (i.e. letter, note, memo, e-mail or solicitation document). If an endowment is to be created, please ensure the name states “endowment.”

- **College/Center/Unit**: The organizational department receiving the donated funds. (i.e. College of Engineering and Computing, Biomedical Department)

- **Org Dept**: is a nine-digit number that identifies an organizational department receiving the donated funds. (i.e. College of Engineering and Computing, Biomedical Department)

- **Project Type**: Choose from the dropdown the type of project you are creating.
  
  - **Admin Reserve**: Administrative Reserve
  - **Annual Fund**: Annual Fund/Capital Campaign
  - **Building**: Building Fund
  - **Chair**: To fund a Chair
  - **Development**: To provide funds for faculty development, support and recognition.
  - **Discretionary Funds**: To fund Fellowships
  - **General Reserve**: To fund General Reserve
  - **Investment**: Foundation Investments
  - **Professorship Funds**: Professorship Funds
  - **Research**: To fund research projects
  - **Sponsored Research**: This project type is to be used solely for projects managed by ORED.
  - **Programs**: To provide funds for the benefit of programs in a school or department.
  - **Scholarship**: To fund Scholarships
  - **Student Support**: Student Support
  - **First Gen Scholarships**: To fund First Generation Scholarship projects.

- **Contact Person**: The person responsible for addressing questions regarding the project.
• **University Activity Number**: This only applies to Scholarships or First Generation Scholarships. Provide the University Activity number from where the scholarship will be disbursed to the student.

• **Initial Deposit and Source of Deposit**: The initial deposit amount received and source of the deposit (i.e. cash, check, etc.).

• **Donor(s)**: The name of the donor(s). This may not necessarily be the check payer if payment is made on behalf of someone else.

• **Purpose of Project**: Include a statement of what the donated funds are to be used for. Please include specifics as to what types of expenses are allowed. This information can normally be found in the Gift Agreement, or other document provided by the donor which explains the donor’s intent for the use of the funds.

• **Donor Restrictions/Criteria**: Include a statement of specific types of expenses (if any) the donor does not want the funds to be used for. Include a statement of specific criteria (if any) that must be met for the donated funds to be used.

• **Reporting Requirements**: Please respond if the gift has interim reports and /or Final reports and if so, provide the dates for them.

• **Dean or Vice President Approval**: The signature of the School/Unit Dean or area Vice President is required for the project to be established.

2) **Signature Authorization Form**

• **Project Number**: For internal *Foundation* use. This number will be determined once the project is approved.

• **Department Org.**: Provide the 9 digit number that denotes the University Organizational roll up Department ID. This Organizational Department will establish the approval of expenses in PeopleSoft.

• **Project Name**: Same as on Project Description Form.

• **College/Center/Unit**: Same as on Project Description Form.

• **Contact Person**: Same as on Project Description Form.

• **Project Authorization**: The person(s) responsible for authorizing disbursements from the project.

  Please note that the signatures must only be from individuals listed in PeopleSoft as authorized expense managers for the Organizational Department entered in the Department Org. section.

• **Required Approvals**: The Dean or Vice President of the School/Unit. The person in the University who has oversight over the budget in the School/Unit.
3) Supporting Documentation

The following supporting documentation must be provided along with the completed 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 card, 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.

Submit all completed forms and supporting documentation to the FIU Foundation Office located in MARC 531.