The Sustainable Campus Initiative Fund
Grant Administration Overview

Thank you for administering a SCIF grant! We aim to ensure that grant administration is as easy and efficient as possible. Below are some tips for working with your SCIF Project Executive, and you are welcome to connect with the SCIF Coordinator (801.581.7510) at any time with questions or concerns.

1. **Schedule a meeting with your project executive(s**) – this is a great time to get to know their project (specifically the scope and timeframe), ask questions, and get a feel for the general schedule of purchasing activities. Your PE should also give you a copy of their application to keep on file.
2. **Establish your level of availability** – is your time limited to meet? Can you only make purchases online, or can you visit brick and mortar establishments? Make sure your student understands your limits and respects your schedule. Project activities generally take 30-60 minutes of administrative time per week, and often take much less time. Please connect with us if your involvement is significantly greater (e.g. continuously more than 2 hours per week) so that we may explore additional options for support.
3. **Assess plans for financial transactions** – is your project executive buying one or two large items, or will they be making a series of smaller purchases? SCIF recommends that purchases (especially multiple small purchases) be made online so that they may be consolidated in the interest of shipping costs and administrator time. Explore options with your student to ensure you are getting a fair price from a trusted vendor. You may need to involve the [purchasing department](http://fbs.admin.utah.edu/purchasing/) for University contract purchases and/or purchases over $5,000.00 from a single vendor.
4. **Schedule purchases** – discuss the times at which certain materials will be needed, and factor in shipping time (ground shipping is usually 5-7 days) if applicable. Identify deadlines for purchasing materials, and schedule times at which your student can meet with you to visit online/other vendors; SCIF has found that making purchases with students present is one of the best ways to ensure purchases are completed correctly.

SCIF holds all grants until we receive a chart field for transferring funds to your department. It is important that you be able to track SCIF funds within your departmental accounts so we can make sure spending (and the total grant remaining) is being tracked. You are welcome to do this in any way that makes sense to you, and please be advised that SCIF will request all receipts at the project’s completion to verify project activities.

**If you did not give chartfield information to your student to include in his/her grant application, please email the transfer code to the SCIF Coordinator at** **rachel.sanders@sustainability.utah.edu** **when you are ready to receive grant funds.**

If you are unclear/concerned about purchase requests made by your student, please email them your questions and cc the SCIF coordinator. Often the student is the expert regarding his or her project, though the coordinator may offer clarification to you and/or instruction to your student based on the nature or your query.

We not only appreciate your work; we value your feedback! Let us know how we can improve your experience as a grant administrator by filling out this survey at the culmination of your student’s project. If you support multiple SCIF projects each academic year, you are invited to complete the survey at the end of each semester.

The Sustainable Campus Initaitive Fund
<http://sustainability.utah.edu/resource-center/> – 801.581.7510
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