

CAL POLY CORPORATION

CAL POLY CORPORATION OTHER SPONSORED PROGRAMS ACTIVITY (OSPA) ACCOUNT AGREEMENT

Other Sponsored Programs Activity (OSPA) accounts are defined as “other” research and education related activity from external and internal sponsorship, which receives financial oversight from the Sponsored Programs office, but which do not fall under the categories of grants, contracts or cooperative agreements. This form is required to establish a new OSPA account. Such programs include, but are not limited to, Centers and Institutes, Consortiums, Fee for Service and income accounts related to sponsored research awards.

To:	CPC Sponsored Programs	Date:	
From:		Email:	
Contact Person: (if other than Acct Director)		Email:	

PART I: GENERAL INFORMATION

Please complete this form to request a new CPC OSPA account.

- I would like the account titled: _____
- The account director will be: _____

Purpose of Account: (Please use the following space to describe, in fullest detail, the purpose and/or background of this new account. Also include any specific restrictions placed on the use of the funds.)

PART II: FUNDING SOURCES

Documentation supporting the new account MUST be provided (i.e. Center/Institute proposal & bylaws, Fee for Service Agreement, PAF and Fee Schedule or other proposal, supporting income producing activity, etc.)

- **Source of Funds:**

- Transfers from other Corporation/Foundation accounts (5-Digit Account #: _____)
- Gifts/Donations (Attach Donor Document)
- Income generated from activities. Describe: _____

Any fees associated with instruction for which the University acts as the Registrar or issues a transcript must be deposited with the University and may not reside in a Corporation account.

- Indirect Cost Recovery from Sponsored Programs
- Other: Describe: _____

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PART III: HOW FUNDS WILL BE SECURED

Please Check whether or not funds (e.g. checks or currency) received by this program will be held overnight prior to being deposited with the Corporation: YES NO

If yes, indicate what department has custody of the vault and where the funds will be securely held overnight.
Note: funds held overnight must be placed in a secure vault.

PART IV: EXPENDITURES

Types of Expenses (check all that apply):

Supplies/Equipment

Hosting/Food Service

Room/Facility Rental

Travel

Other (Explain): _____

Student Salaries

Faculty/Staff Salaries

Casual Salaries

Awards

Reimbursement for State Costs

Other Financial Aid

Scholarships

Consultants

PART V: AGREEMENT APPROVALS

I agree that this project will not have a negative balance unless pre-approved. In the unlikely event of a deficit, I authorize funds to be transferred from Account No. _____ (MUST BE UNRESTRICTED CPC/CPF ACCOUNT) with the project director's concurrence provided below (this is required to establish the account).

• Name of concurring Project Director: (print) _____

(signature) _____

PART VI: DISPOSITION OF FUNDS

Upon account closure or termination of OSPA Account, any balance of funds shall be transferred in accordance with the Cal poly Corporation and University guidance for the fund type.

PART VII: ACCESS TO MONTHLY STATEMENT

All the reports are to be retrieved by Account Director or designee by BOE INFOVIEW software.

1. Does the director have access?

Yes

No

If no, request access by filling out form located at: <http://www.calpolycorporation.org/docs/>

2. Does anyone else need access to this account?

Yes

No

If yes, who? _____

Please be sure designee(s) have access to financial report system as well.

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PART VIII: TERMS AND CONDITIONS

Cal Poly Corporation policies and forms are available at <http://www.calpolycorporation.com/docs/#campus>
 ICSUAM 13680: <http://calstate.edu/icsuam/sections/13000/13680.00.shtml>
 Executive Order No. 1059: <http://www.calstate.edu/eo/EO-1059.html>

The Cal Poly Corporation agrees to monitor and enforce the following conditions:

- Accounts agreements will be reviewed annually by ORED or designee
- Accounts with negative balances may be closed and will become the liability of the department associated with the Account Director
- Receipts and expenditures on this project will be monitored for appropriateness.
- All property and equipment purchased from this account is the property of the Corporation unless it is determined that said property should be transferred to the university
- Disposition of property will be determined at the time of account closure
- Upon notice of the program/account termination, the Corporation will transfer any remaining funds as indicated under the Disposition of Funds

Account Director's Responsibilities Include:

- Ensuring all funds receipted and expended on this project will be for the purpose of the described herein
- Providing signature authority on this agreement
- Ensuring expenditures are in compliance with the educational mission of the University
- Complying with all Corporation policies and procedures
- Reviewing and monitoring this account and reporting any discrepancies upon discovery
- Updating signature files each time the project is renewed or designee changes
- Submitting an updated form as necessary

Obtain signatures of Account Director, Center/Institute Director (if different than Account Director) and College Dean or VP. By signing this form, you acknowledge that you understand that there is no interest allocated to funds deposited into this account.

<i>Signatures to be obtained by Project Director</i>	Account Director Approval:	
	Center/Institute Director: (if different than Account Director)	
	College Dean (or Designee) Approval:	
<i>Signatures to be obtained by the Sponsored Programs Office</i>	Sponsored Programs Manager:	
	VP of the Office of Research and Economic Development: (ORED)	

The OSPA Account establishment process includes the completion of the OSPA Account Agreement form along with a Signature Authorization form. If you want to check on the status of your account or if you have any questions, please contact Sponsored Programs, at Ext. 6-1123. Thank you.