

## New Fund Number (Includes Sponsored Award Waiver) - Instructions

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New Funds are requested when it is necessary to segregate funding sources; e.g. when a new funding source is identified and must be monitored for a specific purpose or project. If a cost share fund is being requested a Cost Share Close Out form is required.

**Pre-Award Waiver:** Requesting a Pre-Award Waiver set-up allows for work to begin, hiring of staff and posting of incurred expenditures to the appropriate funding source while awaiting receipt of a fully negotiated sponsored award. There are no date limitations to request a Pre-Award Waiver. The minimum required fields for Pre-Award Waiver fund set-up are indicated with an asterisk. Please note the fund start and end dates can be modified if the executed award differs from the dates specified below. Also, a funding amount is not required, but an estimate will aid in monitoring. Refer to section 3.15.15 of the [Business Procedures Manual](#) for conditions that must be met to setup an award on Pre-Award Waiver.

Submit form to:

**Sponsored Projects Accounting at MSC SPA** if new fund is associated with a sponsored award or a gift account, **OR Cost Accounting and Financial Reporting at MSC CAR** for all other fund requests: unrestricted, agency, loan or other.

### Section 1: Must be completed by the Requestor.

1. Enter the Current Fiscal Year.
2. Select what type of fund it should be Unrestricted, Restricted, Agency, Loan or Other. Restricted funds are those where an external party is defining how the University can spend the funding. *Note: If the fund is restricted continue with #3, otherwise go to #7.*
3. Select Yes or No if there is an existing grant. If Yes, continue with question #4. If No, go to #5.
4. Provide the existing Grant ID or Fund number.
5. Enter Institution number. Contact the Office of Grants & Contracts if this is not known.
6. Enter Grant or Contract End Date.
7. Enter the Fund Title (no more than 35 characters long). The title should be representative of the specific funding source while staying within the guidelines set for a fund type (e.g. restricted may differ from unrestricted).
8. Enter the suggested name of index.
9. Enter the Financial Manager/Responsible Person Name and their Banner ID #.
- 9a. Contact [spa\\_sysadmin@nmsu.edu](mailto:spa_sysadmin@nmsu.edu) for additional EEC information.
10. Enter the Fund Start Date (date you expect funding to be available). Enter the Banner Effective Date (date you want to start using in Banner).
11. Enter the Purpose of this new fund.
12. Enter the Funding Amount.
13. Describe the funding source for this new fund.
14. Choose funding source from drop down menu for UNRESTRICTED funds only.  
*Note: If there is more than one major funding source, then multiple funds should be created.*
15. Enter:  
**Org # and Org Name.**  
**Program # and Program Name.**  
**Activity # and Activity Name** (if applicable).  
**Location # and Location Name** (if applicable), **On Campus rate** (%), and **Off Campus rate** (%).  
**\*If the program code is research, research rolls up to 16, you must complete page 3.**
16. Enter the Name of the person and Department who will enter requisitions for this fund.
17. Enter the name of the Department that will report the expenditures.

**Section 2:** The Requestor should **print** approver name, determine if they are Principal Investigator, Dean/VP/CC President or a Designee.



# New Fund Number (Includes Sponsored Award Waiver)

ROUTING

Restricted fund to MSC SPA    Unrestricted fund to MSC CAR

## SECTION 1: REQUESTOR INFORMATION

\* Date (mm/dd/yyyy): \_\_\_\_\_ \* Requestor Name: \_\_\_\_\_ \* E-mail Address: \_\_\_\_\_

\* Phone: \_\_\_\_\_ \* Department: \_\_\_\_\_ \* Campus Box: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS **Note: A New Fund and a New Index will be created.**

1. FY: \_\_\_\_\_ 2. Please check one:

**Unrestricted:**  Dept. Operations    Internal Service Center    Research/Public Services Sales, IDC Recoveries, etc.    Auxiliaries    Plant

Other \_\_\_\_\_

**\*Restricted:**  Gift    Plant    Endowment    Grant/Contract \_\_\_\_\_    Other \_\_\_\_\_

**Agency:**  Loan    Agency \_\_\_\_\_    Other \_\_\_\_\_

**If Restricted, please go to number 3, if Unrestricted proceed to number 7.**

3. \* Is there an existing Grant ID established for the fund?  Yes    No - Indicates New Grant   4. \* If yes, provide existing Grant ID #/Fund #: \_\_\_\_\_

5. \* OGC/ARGIS Institution #: \_\_\_\_\_ 6. \* Restricted End Date (mm/dd/yyyy): \_\_\_\_\_

7. \* Title of Fund (35 characters): \_\_\_\_\_ 8. Suggested Title of Index: \_\_\_\_\_

9. \* Financial Manager Name: \_\_\_\_\_ \* Aggie ID: \_\_\_\_\_ \* E-mail: \_\_\_\_\_

9a. \* EEC Admin: \_\_\_\_\_ \* ID: \_\_\_\_\_ EEC Pre-Rev: \_\_\_\_\_ ID: \_\_\_\_\_

10. \* Fund Start Date (mm/dd/yyyy): \_\_\_\_\_ Banner Effective Date (mm/dd/yyyy) : \_\_\_\_\_

11. Purpose of New Fund: \_\_\_\_\_ 12. Funding Amount: \_\_\_\_\_

13. Describe funding source for New Fund: \_\_\_\_\_

14. For Unrestricted Funds only, Click down menu for options for source of funding: \_\_\_\_\_ Other Sources: \_\_\_\_\_

15. \* This fund is associated with: **\*If the program code is research, please complete page 3.**

Org #:	Org Name:	Program #:	Program Name:
Activity #:	Activity Name:	Location #:	Location Name:

On Campus: \_\_\_\_\_ %    Off Campus: \_\_\_\_\_ %

16. Who will enter requisitions for this fund? (Required) \_\_\_\_\_ Department: \_\_\_\_\_

17. Department to report these expenditures: \_\_\_\_\_

## SECTION 3: APPROVAL

\* Printed Name: \_\_\_\_\_ \* Signature: \_\_\_\_\_ \* Date: \_\_\_\_\_

Principal Investigator    Dean/VP/CC President    Designee

## SECTION 4: OFFICIAL APPROVAL

**Fiscal Monitor** Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by** Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 5: INTERNAL DEPARTMENT USE ONLY

New Fund #: \_\_\_\_\_ Fund Type #: \_\_\_\_\_ Index #: \_\_\_\_\_ Predecessor Fund #: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

To help us accurately report information to the National Science Foundation, please indicate the following for all restricted and unrestricted Research Program Codes that roll up to 16:

### 1. Source of Funding (check only one)

- A. U.S. Federal Government:** Any Agency of the United States Government.
- B. State and Local Government:** Any State, County, Municipality, or Local Government entity in the United States, including State Health agencies. Include State Funds that support R&D at Agricultural and other Experiment Stations.
- C. Business:** Domestic or Foreign Nonprofit Foundations or Organizations.
- D. Nonprofit Organizations:** Domestic or Foreign Nonprofit Organizations.
- E. Institutional Funds:** Institutionally financed organized research.
- F. Other:** Other sources not reported above, such as funds from Foreign Governments.

### 2. Type of Research (check only one)

- A. Basic research:** Research undertaken primarily to acquire new knowledge without any particular application or use in mind.
- B. Applied research:** Research conducted to gain the knowledge or understanding to meet a specific, recognized need.
- C. Development:** The systematic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems or methods, including the design and development of prototypes and processes.

### 3. Field of Science (check only one)

Please contact [afr@nmsu.edu](mailto:afr@nmsu.edu) for questions regarding any of the below NSF classifications.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>A. Computer and Information Sciences</b>               | <input type="checkbox"/> <b>D. Life Sciences</b>   | <input type="checkbox"/> <b>H. Social Sciences</b>                          |
| <input type="checkbox"/> B1 Aerospace, Aeronautical, and Astronautical             | <input type="checkbox"/> D1 Agricultural Sciences  | <input type="checkbox"/> H1 Anthropology                                    |
| <input type="checkbox"/> B2 Bioengineering/Biomedical                              | <input type="checkbox"/> D2 Biological and Biomedical Sciences   | <input type="checkbox"/> H2 Economics                                       |
| <input type="checkbox"/> B3 Chemical   | <input type="checkbox"/> D3 Health Sciences  | <input type="checkbox"/> H3 Political Science and Government                |
| <input type="checkbox"/> B4 Civil  | <input type="checkbox"/> D4 Natural Resources and Conservation   | <input type="checkbox"/> H4 Sociology, Demography, and Population Studies   |
| <input type="checkbox"/> B5 Electrical, Electronic, and Communications Engineering | <input type="checkbox"/> D5 Other Life Sciences  | <input type="checkbox"/> H5 Other   |
| <input type="checkbox"/> B6 Industrial and Manufacturing Engineering               | <input type="checkbox"/> <b>E. Mathematics and Statistics</b>  | <input type="checkbox"/> <b>I. Other Sciences</b>                           |
| <input type="checkbox"/> B7 Mechanical   | <input type="checkbox"/> <b>F. Physical Sciences</b>   | <input type="checkbox"/> <b>J. Non-S&amp;E Sciences</b>                     |
| <input type="checkbox"/> B8 Metallurgical and Materials                            | <input type="checkbox"/> F1 Astronomy and Astrophysics   | <input type="checkbox"/> J1 Business Management and Business Administration |
| <input type="checkbox"/> B9 Other  | <input type="checkbox"/> F2 Chemistry (Except Biochemistry – include in D2 Biological and Biomedical Sciences) | <input type="checkbox"/> J2 Communication and Communication Technologies    |
| <input type="checkbox"/> <b>C. Geosciences, Atmospheric, and Ocean Sciences</b>    | <input type="checkbox"/> F3 Materials Science  | <input type="checkbox"/> J3 Education                                       |
| <input type="checkbox"/> C1 Atmospheric Science and Meteorology                    | <input type="checkbox"/> F4 Physics  | <input type="checkbox"/> J4 Humanities                                      |
| <input type="checkbox"/> C2 Geological and Earth Sciences                          | <input type="checkbox"/> F5 Other  | <input type="checkbox"/> J5 Law   |
| <input type="checkbox"/> C3 Ocean Sciences and Marine Sciences                     | <input type="checkbox"/> <b>G. Psychology</b>  | <input type="checkbox"/> J6 Social Work                                     |
| <input type="checkbox"/> C4 Other  |  | <input type="checkbox"/> J7 Visual and Performing Arts                      |
|  |  | <input type="checkbox"/> J8 Other   |

### 4. For Unrestricted Research Only (check only one)

- A. Organized Research:** Funding that is derived from institutional funds (e.g., gifts, endowment income, interest income, technology licensing income, operating budget, etc.) through a competitive application and award process, and when the research activity has the same general characteristics of an externally sponsored research project.

Funds provided by the University that are used to cover costs committed and incurred on behalf of an externally sponsored project.

- B. Departmental Research:** Any research and development activity that does not meet the criteria of Organized Research. Examples include:
  - 1) New faculty start up funds which are provided on a non-competitive basis
  - 2) University support of faculty salaries for non-sponsored research