



**Guidelines
New Fund Request Form**

How To's:

The process of submitting a new fund request from beginning to end:

Definition of acronyms

Frequency

Q: When does a new fund request (NFR) require the approval memo from the Committee on Enrolment and Student Affairs (CESA)?

A:

Terms substantially similar to those set forth herein are to be approved by the University Committee on Enrolment and Student Affairs and will be advertised as follows”

“Terms substantially similar to those set forth herein were approved on [Date of Approval] by the University Committee on Enrolment and Student Affairs and will be advertised as follows”.

Q: What type of Student Awards do not require to provide an approval memo from the Committee on Enrolment and Student Affairs (CESA) with the new fund request (NFR)?

A:

Q: There are two faculties contributing to a professors fund? Can we open two funds?

A:

Q: Can the “acting” Dean or Chair sign as the person responsible?

A:

Q: Can a new fund be opened without any funding, however, we are in the possession of signed Memorandum of Agreement (MOA)?

Q: Is it the responsibility of the unit to advise the Fundopening team if a new fund is not eligible for delegation for past-payroll adjustments?

A:

Q: In order to open a fund a minimum deposit of \$10,000.00 is required, Is there a minimum amount to keep a fund open/active?

A: