Guidelines for Mandatory & Contractual Funds

Effective July 1, 2024 in Division of Academic Affairs: AA holds mandatory contractual funds for faculty and other specific grants and awards that are required to be carried forward per the contractual/grant/award agreement.

Class codes will be used to designate the type of mandatory funds for carry forward, these include:
FUNDS THAT ARE "MANDATORY CONTRACTUAL OUTSTANDING COMMITMENTS" (Mandatory carry forward only), such as:

- Mandatory/Contractual IFT/Grant/Award (must be able to document IFT, Description, Name, etc.)
- Mandatory/Contractual Faculty Start Up Funds (must be able to document Contract, Name, etc.)
- Mandatory/Contractual Non-Discretionary Course/Student Fees (Dedicated DEPT ID)

In order to create additional transparency, consistency, and accurate tracking the following process with mandatory carry forwards and contractual commitments such as but not limited to faculty startup funds. **Ideally, all mandatory carry forwards would reside in one DEPT ID managed in the Dean's Office so we could exclude them from instructional analysis as well as report separately for accurate end of year projections, along with Non-Discretionary funds that also reside in their own DEPT ID** (to get a new DEPT ID payroll/salaries need to be involved, all of the below items would have additional employment and student salaries at some point which counts, you do not need a full time salary in the DEPT ID to get a new DEPT ID).

Please include class codes on the following chart fields for BUDGET (Upload and/or Transfers) AND EXPENSES for Commitments/Mandatory and Contractual carry forwards:

1) Research related budget and expenses for accurate HERD Survey reporting in **all fund numbers with research budget/expenses**: Faculty Start ups, RSCA, GPSM, COAST, CSUBiotech, CRESE, etc. funds please use the following class code: **36701 – Research**
    - HERD Survey report is based on calendar year, so all expenses with the Research class code from January to December will be downloaded in January to be added to the HERD Survey report through OGSR.
    - Balances will be included on the carry forward request as usual.
    - Please maintain documentation each year for mandatory commitments.

2) All other Mandatory Commitments, budget and expenses, that are mandatory carry forwards such as CO IFTs, Awards, Grants, etc. that are in **FUND 48500 only**: please use the following class code: **20412 – Mandatory Commitments**.
    - Balances will be included on the carry forward request as usual.
    - Please maintain documentation each year for mandatory commitments.

3) Standard information to include in Budget Upload (BBR) in Data Warehouse on all class codes above:
    - Type, Start Up, Award, Grant, etc.
    - Detail, IFT # or First initial and last name of the person who's funds they are (such as faculty startup)
    - Deadline to spend or year in of funding (such as 1st of 3 yrs), etc.
    - Include enough detail to identify mandatory status if we do a budget download of class codes.
    - Dean must confirm/approve all mandatory carryforward with class codes and will have to justify it to the Provost, if needed.
    - Backup documentation may be requested (appt letters for faculty start up, IFT memos for CO awards, etc.)

MOS/mr 08/27/2024