

University of Wisconsin – Madison
Non-sponsored Projects Delegation Agreement Form

Delegation of the use of Project Lite for non-sponsored projects (including gift projects) to

User's name:

Department 6-digit number and name:

Granted by UW–Madison Accounting Services Department (hereafter referred to as “Accounting”).

I. Delegation Authority

The University of Wisconsin – Madison Accounting Services Department delegates to the user designated above the authority to use Project Lite for the set of non-sponsored projects, including gift projects. To receive this delegation authority and gain access to the Project Lite software, the user must complete a training course provided by Accounting Services.

Non-sponsored projects:

- Could have a source of funds from an internal entity such as State, institutional, or departmental
- May be funded by multiple sources
- Generally, do **not** have billing or reporting requirements
- May have “effort” reporting requirements, depending on the funding source
- Generally, do **not** have Facilities & Administration (F&A) overhead costs charged
- Generally, do **not** have conditions attached
- Time period may extend beyond a fiscal year, but could also be for a shorter time period
- Generally, do include gift projects
- Use funds 136 (General Operations Receipts), 161 (Trust Funds), 233 (Gifts), and various other funds

Examples of a non-sponsored project could be a:

- Internal project
- State projects
- Trust Fund project
- Gift project

This agreement is in effect until superseded by a subsequent agreement signed by both parties or until terminated in writing by the Department or Accounting. The agreement will be routinely reviewed by both parties to ensure continuity and the accuracy of the responsibilities for the respective parties.

Access to Project Lite can be removed at any time for inappropriate use.

II. Responsibilities

- A. The user agrees to the following responsibilities by signing this delegation agreement:
1. Keep my login and access to Project Lite confidential.
 2. Use only my login for access to Project Lite.
 3. Set up only non-sponsored projects in Project Lite.
 4. Enter information in all appropriate fields during set-up process.
 5. Set up projects only for the division(s) I am responsible for.
 6. Use appropriate funds for all projects.
 7. Administer, manage, and monitor projects I set up.
 8. Change set-up information as needed.

Accounting Services
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Madison, WI 53715

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Non-sponsored Projects Delegation Agreement Form

9. Update edit information as required.
 10. Updated project status when necessary.
- B. The Department agrees to set up, administer, manage, and monitor non-sponsored projects under this agreement in accordance with State laws and regulations and with DOA, UW System (UWS), and UW–Madison accounting policies. This includes the Wisconsin Statutes and Administrative Code, UWS Financial Policy and Procedure Papers, and policies and procedures of Accounting Services.
- C. Accounting will periodically perform post-audits and issue an opinion on the Department’s compliance with the terms of this agreement. This will be done using statistical procedures and other auditing techniques as deemed appropriate.
- D. Accounting will issue manuals and procedures and will conduct training for Department personnel. Accounting will provide policy and procedure updates in a timely manner. The Department will ensure appropriate personnel attend such training and participate in the development of policies and procedures.
- E. Accounting will be available to work with the Department in creating solutions for cases requiring special attention due to unique situations or unusual circumstances.

III. Approvals

Department

User:

User’s signature date:

Division/Dean’s Office:

Division/Dean’s Office approval date:

Accounting Services

Director of Financial Information Management signature:

Signature date: