## Charn uswachoke fund award

**UNT Foundation #373**

* The MOU for the Charn Uswachoke International Development Fund is housed at UNT Foundation.
* Awards are paid from available funds on an annual basis. Quarterly reports are sent out electronically to the departmental Budget Officer in Academic Resources and to the Office of the Provost.

**International Programs**

* International Programs contacts the department Budget Officer in the office of the Vice Provost for Academic Resources for the amount that is available for awards. The Budget Officer calls UNT Foundation to request the available funds balance to date and informs International of the amount that is available to award.
* International Programs post a Request for Proposal (RFP) on their website with all the details of sending in a proposal to receive one of the awards given in that year. Once awardees are chosen, letters are sent out to the recipients and a list is sent to the Budget Officer in the office of the Vice Provost of Academic Resources.

**Office of the Vice Provost for Academic Resources**

A notification list of recipients is sent to the Budget Officer in the office of the Vice Provost for Academic Resources.

The Budget Officer will confirm that each recipient has a valid chartstring with faculty project ID’s for the recipient.

If the recipient does not have a Faculty project ID number, the college budget officer or department admin will be contacted to complete a Chartstring setup request form for the faculty members project ID number to be assigned.

Once all valid chartstrings are obtained, the Budget Officer in the office of the Vice Provost for Academic Resources will transfer funds by ABA for each award recipient in November. The Academic Resources Budget Officer will notify the recipients of the transfer and will verify in the Cognos reporting system that the funds are complete and accurate.

All correspondence and documents will be scanned into the CHARN Awards Folder for that fiscal year in the Provost Office shared drive (Shared/Academic Budgets/FYXX CHARN). All scanned forms are emailed to the UNT Foundation contact Sheri Glowski

If additional funds are needed to support awards in the academic year, the Budget Officer in the office of the Vice Provost of Academic Resources will complete a UNT Foundation Disbursement Authorization form for the requested funds. The Foundation will process a check to the Vice Provost for Academic Resources CHARN chart string.

When the check has been processed, the Academic Resources Budget Officer will collect the check from the Foundation Office.

Check deposit(s) are handled in accordance with the Academic Resources cash handling procedure.

 If awarded in November, any funds not used by the recipients will be returned to the to the Vice Provost for Academic Resources CHARN chart string account. The Budget Officer will reclaim the funds by next August 31st.

If awarded in March, any funds not used by the recipients will be returned to the Vice Provost Academic Resources CHARN account string by December 31st of that year.