



First Year Fee (FYF) Process & Procedures

November 2023

Project Director Duties

Objective

The Project Director for a First Year Fee (FYF) project is required to understand the requirements associated with accepting FYF funding as detailed in the FYF Governing Documents.

The most current copy of the Governing Documents can be found on the FYF website under the section titled Board Information; select Governing Documents.

The funds that are allocated to First Year Fee projects are student dollars and as a Project Director you are responsible for providing oversight and guidance to the Project Manager.

Responsibilities

- Complete understanding of the responsibilities associated with accepting FYF funding as detailed in the FYF Governing Documents.
- Develop and administer various programs that serve the needs of the UA community.
- Provide support to the Project Manager throughout the project term.
- Review proposals and approve projects after Project Manager submissions.
- In the event that a Project Manager cannot hold their role any longer, it is the Project Director's responsibility to inform the Office of the Provost, Student Services Administrative team (SSFandFYF@arizona.edu) of the changes.