



First Year Fee (FYF) Process & Procedures

November 2023

Project Manager Duties

Objective

The Project Manager 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 Manager you are responsible for ensuring that funds are spent in accordance with the scope of the project and that expenses align with the project budget, both by category and in total. All funds are transferred at the beginning of the fiscal year and any unused funds will be transferred from the account at the end of the fiscal year.

Responsibilities

- Complete understanding of the responsibilities associated with accepting FYF funding as detailed in the FYF Governing Documents.
- Monitor that funds are spent in accordance with the scope of the project and that expenses align with the project budget, both by category and in total.
- Oversee project and ensure that it adheres to the plan/description throughout the project term.
- Ensure that required documents (proposals, budget spreadsheets, progress reports, , etc) are submitted in a timely manner.