

## **California State University, Long Beach Research Foundation Fund Establishment and Administration**

[Reference: Executive Order – 1059/ICSUAM # 13680]

### Overview

The CSULB Research Foundation (Research Foundation) is involved in many different activities and receives funds from many different sources, and the use of the funds may have a variety of purposes. In June, 2011, the California State University issued Executive Order 1059 (ICSUAM Policy #13680; <http://www.calstate.edu/icsuam/sections/13000/13680.00.shtml>) describing the appropriate placement, control and administration of funds as well the activities conducted by CSU auxiliary organizations. As a means of implementing EO-1059 at CSULB, this document clarifies the types of revenue that may be placed into a Research Foundation fund as well as the structure under which the funds will be administered.

### Accountability and Responsibility

The Research Foundation accepts all risk, accountability, responsibility, legal obligations, fiscal liabilities and fiduciary responsibilities related to Campus Program accounts administered by the Research Foundation. In order to do so, the Research Foundation requires that all Campus Program account holders follow all policies and procedures issued by the Research Foundation as they relate to Campus Program accounts.

### Account Establishment

All Campus Programs accounts must benefit or enhance the educational mission of the university. A Campus Program account may only be established after the completion, submission, and approval of a CSULB Research Foundation Campus Chartfield and Delegation Forms ([http://web.csulb.edu/divisions/af/cms/end\\_user/FIS/forms/index.html](http://web.csulb.edu/divisions/af/cms/end_user/FIS/forms/index.html)).

### Revenue That May Be Deposited

While it may not be possible to describe all sources of revenue that will be allowed for deposit to a Research Foundation, some examples include:

Contracts and Grants	The Research Foundation is the primary campus entity to receive and administer funding for research programs. Funds received for this type of activity are generally in the form of service contracts or research grants which are to be administered in accordance with federal and state law, the policies of the CSU, as well as the terms of the agreements. Proceeds from contracts and grants must be budgeted and accounted for in compliance with applicable laws, regulations and the terms stipulated in such agreements.
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Rental Receipts	Revenue received for use of Research Foundation owned or leased property or facilities.
Continuing Education	Non-credit courses offered directly by the Research Foundation. Such courses are not state supported and may not use the name or representation of CSULB except as part of the Research Foundation's title.
Educational Activities Revenues	Revenue generated from the sale of goods or services generated from educationally-related activities provided by the Research Foundation. May include revenue generated from the sale of publications, technology, or the provision of educationally-related services.
Commercial Activities	Activities that generate revenue through the provision of goods or services. Only revenue generated by the sale of goods or services that are owned by the Research Foundation may be placed in a Research Foundation fund. Such activities may not be central to the mission of the university, but may serve to enhance it. An example may include a license agreement for Research Foundation owned intellectual property.
Campus Events	Revenue generated by ticket sales, registration fees, etc., for Research Foundation events. Such events may include but are not limited to: music concerts, meetings, conferences, fundraising events, intramural sports, shared interests field trips, youth activities, athletic camps, academic ceremonies, debates, and workshops.
Other Receipts	Receipts generated from the sale of Research Foundation owned fixed assets.

PLEASE NOTE: If any of the above-described activities are conducted through the use of state staff, services or facilities, an appropriate reimbursement must be in place.

#### Revenue That May Not be Deposited

The Research Foundation will not accept for deposit to a Campus Program account funds generated from any of the following sources:

- Revenues from CSU system-wide mandatory fees that include student fees established and adjusted by the Board of Trustees and that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction of some students by state statute.

- Revenues from campus mandatory fees that include student fees established for a campus and that must be paid to enroll in or attend the university.
- Revenues from campus student fees directly related to any state-supported course of instruction that includes Miscellaneous Course Fees and fees for material, services, field trips, and travel.
- Revenues from fees paid by matriculated CSU students to attend campus self-supported instructional programs for academic credit.

### Activities with Higher Risk Considerations

The Research Foundation maintains liability insurance that is intended to cover most routine business activities. However, some activities create an exposure to risk that may not be contemplated by the general liability insurance policy. Some examples are provided below. When an activity is determined by the Research Foundation Risk Manager to be outside of the coverage provided by the Research Foundation general liability policy, additional insurance may be required. In instances where the additional insurance coverage results in an additional insurance premium, the cost for the additional coverage will be charged to the program where the activity resides.

Activity	Potential Areas of Risk
Employment	Legal disputes related to employment discrimination, work-related employee injury/illness, wrongful termination.
Purchasing	Aircraft, watercraft, anything that creates air/water pollution, nuclear materials.
Daycare	Care of minors or the elderly
Events	Concerts, poolside events, bicycle rallies, carnivals, block parties, events involving trampolines, bounce houses or horses, sporting events, gymnastics competitions, ice skating, pyrotechnics, fireworks.
Camps	Camp operations where minors are involved.
Transportation	Driving vans that accommodate 15 or more passengers requires special license.
Healthcare	Provision of healthcare services

The above list is intended to provide examples of activities which may have higher than average risk. The list is not intended to be all inclusive. Please contact the Research Foundation Risk Manager at least 60 days prior to the start of any activity that may require additional insurance coverage. The Research Foundation Risk Manager should be consulted any time there is a question about the level of risk associated with a program activity.