

RFI 6757: Requirements For Higher Education Institutions

What documentation is required for higher education institutions?

Signature Page: Must include 3 signatures: The Program Director + signature of the University sponsor/primary investigator/department entity that is authorized to act on behalf of the institution in executing agreements + signature of the chair of your advisory committee. The Chair of the Regents signature is NOT required. Use the same form provided in the RFI.

Minutes: Minutes are required of your advisory board/committee, NOT the minutes of the Regents.

Board Roster: Submit the board roster of your advisory board and complete all required fields.

501-c-3 form: Waived. We have this on file.

Solicitation License: Waived. According to the State of Michigan Department of Attorney General, exempt entities include an organization approved as an educational institution by the Michigan Board of Education and hospitals licensed in the State of Michigan.

Budget, financials, and balance sheet/audits: Submit your program/project OVERALL current and previous year annual budgets that includes all university-related funding, grant revenues and current Coordinated Funding level of support. We do not need the budgets, nor audit of the higher education institution.

Reserve Policy: Submit a page entitled "Reserve Policy and Finances" that describes the following:

- a) What is the annual level of funding commitment of university support for this program, that may include a write-off?
- b) Which unfunded budgeted expenses are covered by the institution?
- c) What portion of the overall budget are you responsible to generate outside of institution support?
- d) Who is responsible for fiscal oversight of your program?
- e) How is oversight performed and what is the frequency?

Strategic Plan: Submit the plan of your total initiative/program, NOT the plan of the institution.

Standards Checklist: Complete all sections and specify which are the responsibility of the applying program and which are the responsibility of the Regents.

Org chart: Program org chart