

FAQ's: Student Organization Edition



1

How did my student organization get money from Northrop Grumman?

The Corporate Affiliate Program (CAP) connects with Northrop Grumman. CAP and the Development officer(s) at Jacobs School of Engineering complete the proposals. Northrop Grumman selects and determines the amount of money donated to the student organization. If your student organization needs more information, please contact the Dean's Office at dean-ops@eng.ucsd.edu



Sorry. The wire from Northrop Grumman was made payable to the Jacobs School of Engineering. We are responsible to provide an audit trail of how the gift award was used.

2

Can my student organization have the Dean's Office process a check with the Northrop Grumman Award and we put it in our own bank account?

3

My student organization received a notification from Northrop Grumman about receiving money. When can we expect that money?

Great question! Did you know there are actually 3 awards from Northrop Grumman. This means they wire the money to Gift Processing 3 different times! Between October to February, (roughly). Rest assured, once the money arrives, the Dean's Office fiscal department will confirm with you (and your home department).



Yes and no. Yes, if the index have the same fund number (your home department will know what this means). No, if the index has a different fund number. You may be thinking, but it's money. You are right, it is money. Just like smartphones; let's use the iPhone and Android as examples. Both can video chat, but can the Android FaceTime without the app? Same with the money. We need an 'app' or something/some other way to use to get the money 'transferred' over. Your home department's fund manager will work with the Dean's Office fiscal department on this.

4

My student organization does have an index/indices with our home department. Can you transfer the money from Northrop Grumman over?

5

What are the restrictions and/or guidelines for the money gifted by Northrop Grumman?

- Are you thinking of going on a vacation? Exotic pets? Or maybe a shopping spree on designer clothing? Try something more practical. Hopefully, you realized the money awarded by Northrop Grumman is to support your student organization's programmatic activities and events. We are a little more flexible than AS (Associated Students) Funding Guide. Tell us what you are thinking of buying and we will let you know if it's okay. (Please reference Northrop Funding Guidelines). Also, please remember to take the time to show your appreciation and write a thank you letter. For assistance on making, please contact bshaver@ucsd.edu
- If you plan on going to a conference or a workshop, please seek a staff member for assistance. This staff member will either be from your home department or the IDEA Engineering Student Center/ Dean's Office. There are policies and IRS tax rules we must follow. For example, travel packages are unallowable. Purchase of alcohol, personal toiletries, and laundry service (just to name a few) are also unallowable. If you need to rent a car, please seek for assistance. We want to help you.

6

How may I access the money in my student organization's index?

- If your org is TESC, NSBE, SHPE, SWE, WIC or oSTEM: work with the IDEA Engineering Student Center
- If you have an index with your home department: work with your home department's fund manager
If you do not fall in either of the above categories: work with the Jacobs School of Engineering Dean's Office Fiscal Department, dean-ops@eng.ucsd.edu
- If you plan on going to a conference or a workshop, please seek a staff member for assistance. This staff member will either be from your home department or the IDEA Engineering Student Center/ Dean's Office. There are policies and IRS tax rules we must follow. For example, travel packages are unallowable. Purchase of alcohol, personal toiletries, and laundry service (just to name a few) are also unallowable. If you need to rent a car, please seek for assistance. We want to help you.

7

My student organization wants to buy equipment/tools/materials, but it cost too much. We can't front \$1,000.00 (or insert dollar amount here)! Help!

See question 6. The staff and fund managers have tools to make these large purchases. If you have an index with your home department: work with your home department's fund manager

You guessed it! CSI has a different index and fund number. We also have other rules and policies to follow. See question 4.



I went to Center for Student Involvement (CSI) and ..., why is this all confusing?



Who may I contact for more information about monies?

- If your student organization is supported by the IDEA Engineering Student Center, please contact the staff there.
- If you have a home department, please contact the fund manager and/or faculty advisor.
- If you are lost, please email dean-ops@eng.ucsd.edu