MEMORANDUM

TO: Deans, Directors, Department Heads, and Chairs (Stimulus Funding Only)

FROM: Michael Lake
Director, University Budgets

SUBJECT: Procedures for Appointing on 2010-2011 Stimulus Funds

Florida State University has received, for fiscal year 2010-2011, a limited allocation of funds from the U.S. Department of Education as part of the American Recovery and Reinvestment Act of 2009 (ARRA). You should have received notice of your approved 2010-2011 allocation from the Office of the Provost.

Procedures for Appointing Approved Positions on 2010-2011 Stimulus Funds

1. In order for there not to be a break in pay for Salaried positions currently being paid on Stimulus Funds 185, 195 or 285 (COM), an ePAF or pPAF must be submitted requesting a funding change to be effective 7/1/2010.

2. ePAFs and pPAFS must be received by Human Resources (for non-faculty) and the Dean of the Faculties (for faculty) no later than 6/25/2010.

3. New OMNI funds were established for 2010-2011. These funds are:
   - Fund 186 (E&G 2010-11 Fed Grants TF - Educ)
   - Fund 286 (Med 2010-11 Fed Grants TF - Educ)

4. Once again, Gail Friedrich must be submitted as an additional approver. Ensure that funding dates of the appointment fall between 7/1/2010 and 6/30/2011.

Other Important Notes

5. Saving jobs is our highest priority for the use of stimulus funds, followed closely by the creation of new jobs.

6. Stimulus funds are non-recurring and must be used as requested by 6/30/2011.

7. Additional guidance on the spending of ARRA stimulus funds can be found in Guidance on the State Fiscal Stabilization Fund Program, a document provided by the U.S. Department of Education (available on the Budget Office website at http://www.budget.fsu.edu). Please refer to pages 26 to 37 of the document, beginning with the section on uses of the funds by Public Institutions of Higher Education (IIHE).

CC: OMNI Budget Managers & HR Representatives (Stimulus Funding Only)
Ralph Alvarez
Anne Blankenship