

## MEMORANDUM

TO: FAF Grants Faculty Advisor  
FROM: 2017-2018 FAF Grants Funding Committee & Liz Leckie, Associate Dean for Undergraduate Student Affairs  
DATE: November 6, 2017  
RE: 2017-2018 FAF Grant Faculty Advisor Responsibilities

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Congratulations on your College of Fine Arts Student Group being awarded funding in the 2018-2019 FAF Grants year, and thank you for serving as a faculty advisor.

This memorandum outlines the responsibilities of a FAF Grants faculty advisor. If you have any questions about the information contained within, you can contact your departmental FAF Grants representative or Liz Leckie. Contact information is available at the FAF Grants website: [finearts.utah.edu/students/fafgrants](http://finearts.utah.edu/students/fafgrants).

- **Serve in an advisory role** in the creating, coordinating and completing of the funded project
  - Clarify expectations early, student's role, brainstorm student
- **Adhere to the funded project's timeline and budget.** When discrepancies in the timeline or spending are required, advise the student group to communicate those to the FAF Grants funding committee for approval by email at [fafgrants@utah.edu](mailto:fafgrants@utah.edu) as soon as possible and prior to the completion of the project.
- **Know the University of Utah policies and procedures relevant to the funded project** and advise the student group members accordingly. College of Fine Arts student groups funded by FAF Grants are University of Utah sponsored student groups and must adhere to all University policies and procedures. These include but are not limited to These policies include, but are not limited to the University of Utah [drug and alcohol policy](#), [liability/field trip guidelines](#), [food distribution policy](#), and the [driver training program](#).
- **Know the FAF Grants Requirements and Restrictions on Use of Funds** and advise the student group accordingly. The requirements and restrictions on use of Funds are outlined on the FAF Grants website and the FAF Grants Instructions and Application document also located on the FAF Grants website.
- **Encourage the student group leader to coordinate any spending with the academic unit's Budget Officer prior to any money being spent.** The Budget Officer will be able to explain what documentation and information is needed in order for reimbursement from the FAF Grants fund to occur and the timeframe needed. Failure to do so could result in a delayed or no reimbursement.

The FAF Grants Funding Committee requires projects funded in the Fall cycle that are being completed in the Spring or Summer terms to submit a status report. The student group and you will be notified if a status report is due, the expectations of the status report, and the deadline, which will be in Spring term prior to the Spring FAF Grants Funding meeting, by the end of Fall term.



*College of Fine Arts*  
THE UNIVERSITY OF UTAH

**Office of the Dean**

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