

**REQUEST TO ESTABLISH BASIC GIFT-LSU FOUNDATION**

AS492

**General Information**

Foundation Project ID(s)	105704	Principal Investigator (PI)	Charles Berryman
Bengals Description	CM Curriculum Industrial Industry Emphasis Area Support Fund		
Cost Center Name	Construction Management	Cost Center ID	CC00176
Requested By	Elizabeth Green	Date	04/06/2017
Phone	578-6986	E-mail	eporet@lsu.edu

**Function/Purpose**

Please check all that apply as separate Basic Gifts are required for each function identified.

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Instruction   FN10 | <input type="checkbox"/> Academic Support   FN40        | <input type="checkbox"/> Institutional Support   FN70             |
| <input type="checkbox"/> Research   FN20               | <input type="checkbox"/> Student Services   FN60        | <input type="checkbox"/> Operations of Plant & Maintenance   FN80 |
| <input type="checkbox"/> Public Service   FN30         | <input type="checkbox"/> *Scholarship/Fellowship   FN90 | <input type="checkbox"/> Hospital   FN95                          |

**Approvals**

\*If Scholarship/Fellowship, please complete page 2. It is understood the University will charge the current fringe benefits rate.

CBerryman  
Department Head (Required)

Charles Berryman  
Print Name

4/6/17  
Date

Maurice Robertson  
Dean (Required)

M. J. Wornat  
Print Name

4/6/17  
Date

\_\_\_\_\_  
LSU Foundation (Required)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Sponsored Program Accounting**

Basic Gift Name			
Basic Gift Name			
Fund	<input type="checkbox"/> FD240 Restricted Private Gifts <input type="checkbox"/> FD510 State Match Funds - Foundation Endowment		
Basic Gift ID(s)		Gift Purpose(s)	
Approved By		Date	

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> LSUAM All Basic Gifts   | <input type="checkbox"/> LSUAM Gift Fringe Group 1 (44%)       | <input type="checkbox"/> LSUAM   LSU Foundation |
| <input type="checkbox"/> LSUAG All Basic Gifts   | <input type="checkbox"/> LSUAM Gift TR Group 1 (35%)           | <input type="checkbox"/> LSUAG   LSU Foundation |
| <input type="checkbox"/> LSUA All Basic Gifts    | <input type="checkbox"/> LSUAG Gift Fringe Group 1 (46%)       | <input type="checkbox"/> LSUA   LSU Foundation  |
| <input type="checkbox"/> LSUE All Basic Gifts    | <input type="checkbox"/> LSUAG Gift TR Group 1 (35%)           | <input type="checkbox"/> LSUE   LSU Foundation  |
| <input type="checkbox"/> LSU Foundation Autobill | <input type="checkbox"/> LSU Foundation Endowed Professorships |   |

Finance and Administration • Office of Accounting Services • Sponsored Program Accounting  
336 Thomas Boyd Hall • Baton Rouge, LA 70803 • P 225-578-5337 • F 225-578-7217

## Brindly B Downs

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**From:** James Harris <jharris@lsufoundation.org>  
**Sent:** Friday, November 11, 2016 11:04 AM  
**To:** Elizabeth A Poret  
**Cc:** Kate Spikes; Mary Claire Gilder; Brindly B Downs; Maureen M Robertson  
**Subject:** RE: new account needed - CM Senior Project Studio High Capacity Computers Support Fund

Good morning, Elizabeth.

If it is not already in process, we would recommend creating a new account for the donation restricted to purchasing high capacity computers for the CM Senior Project Studio. We will need the following documentation for the new account:

- Request for New Foundation Account
- AS492
- Brief memo describing the computers to be purchased for the studio

Mary Claire, Brindly, and Maureen are copied here to assist with documentation and approvals as needed.

Thanks,  
James

James Harris  
Bio Data Specialist  
LSU Foundation  
3796 Nicholson Drive, Baton Rouge, LA 70802  
Phone: 225-578-2013 Fax: 225-578-0530



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**From:** James Harris  
**Sent:** Friday, October 28, 2016 8:41 AM  
**To:** 'Elizabeth A Poret' <eporet@lsu.edu>  
**Cc:** Kate Spikes <kspikes@lsufoundation.org>; Mary Claire Gilder <mgilder@lsufoundation.org>; Brindly B Downs <bdowns@lsu.edu>; Maureen M Robertson (mroberts@lsu.edu) <mroberts@lsu.edu>  
**Subject:** RE: new account needed - CM Senior Project Studio High Capacity Computers Support Fund

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201-C Old Forestry Building  
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[www.cm.lsu.edu](http://www.cm.lsu.edu)



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**From:** James Harris [<mailto:jharris@lsufoundation.org>]  
**Sent:** Friday, October 21, 2016 10:37 AM  
**To:** Elizabeth A Poret <[eporet@lsu.edu](mailto:eporet@lsu.edu)>  
**Cc:** Mary Claire Gilder <[mgilder@lsufoundation.org](mailto:mgilder@lsufoundation.org)>; Brindly B Downs <[bdowns@lsu.edu](mailto:bdowns@lsu.edu)>; Maureen M Robertson <[mroberts@lsu.edu](mailto:mroberts@lsu.edu)>  
**Subject:** new account needed - CM Senior Project Studio High Capacity Computers Support Fund

Good morning, Elizabeth.

As Monica mentioned in a separate email, we have a \$10,000 donation that is designated to "support high capacity computers for the Construction Management Senior Project Studio that supports Industry Emphasis Area (IEAs) projects". I do not see an account that is restricted to this specific purpose, so I think this will need a new account. To create the CM Senior Project Studio High Capacity Computers Support Fund, we just need the following documentation:

- Request for New Foundation
- AS492 (assuming an associated university account is needed)
- Memo briefly describing the computers to be purchased (I am not sure what is meant by "high capacity" in this context)

After the documentation is approved by the dean's office, it should be scanned and emailed to me for processing.

Thanks for your help.

James

James Harris  
Bio Data Specialist  
LSU Foundation  
3796 Nicholson Drive, Baton Rouge, LA 70802  
Phone: 225-578-2013 Fax: 225-578-0530



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## Brindly B Downs

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**From:** Nekisha Cobb  
**Sent:** Friday, March 31, 2017 9:47 AM  
**To:** Wen J Meng; Brindly B Downs  
**Cc:** michael khonsari (khonsari@me.lsu.edu); Jessica Patton; Maureen M Robertson; Janet L Parks  
**Subject:** RE: CIMM Annual Report - Templates A and F  
**Importance:** High

Good Morning,

I will prepare Template A (NSF only) for 8/1/16-7/31/17 (year 2). I will need the department to send me all salary projections, per employee, for 4/1/17-7/31/17. I will send a spreadsheet/template for this. Please send the projection spreadsheet back at your earliest convenience, as this report is massive and takes many hours to compile. Please make sure that all salaries currently being charged, are correct.

I will send a separate email to request supervisor names for any employees that were not included in the report from last year.

As Jessica mentioned below, Template F will need to be completed by the PI/department. However, SPA would like to review Template F before they are sent to BOR. Please send the two separate reports (NSF, BOR), and all of the backup (for category splits/percentages) to me once they are completed.

Please let me know if you have any questions.

Thanks

*Nekisha Cobb*

**LSU** | Sponsored Program Accounting | Grants/Contracts Analyst  
235 Thomas Boyd Hall | Baton Rouge, LA 70803  
Phone: 225-578-1783 | Fax: 225-578-7217 | [ncobb@lsu.edu](mailto:ncobb@lsu.edu)

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**From:** Jessica Patton [mailto:jessica.patton@regents.la.gov]  
**Sent:** Friday, March 03, 2017 9:01 AM  
**To:** Wen J Meng; Nekisha Cobb  
**Cc:** michael khonsari (khonsari@me.lsu.edu)  
**Subject:** CIMM Annual Report - Templates A and F

Hi Wenjin,

It is time to begin working on the Year Two annual report to NSF for the CIMM project. Attached is Template A (Salary Support), and Template F (Expenditures including Obligations). Please read through the entire e-mail carefully as it contains important information. **These completed templates should be returned to me no later than Friday, April 14, 2017.**

**Template A (Salary Support)** will need to be completed, taking into consideration the NSF CIMM funding support for each faculty member or faculty equivalent. Please note that the 'Salary Funding for Group Members' columns include **not only** the salary of the faculty member, **but also** support for students, post-docs, and other relevant