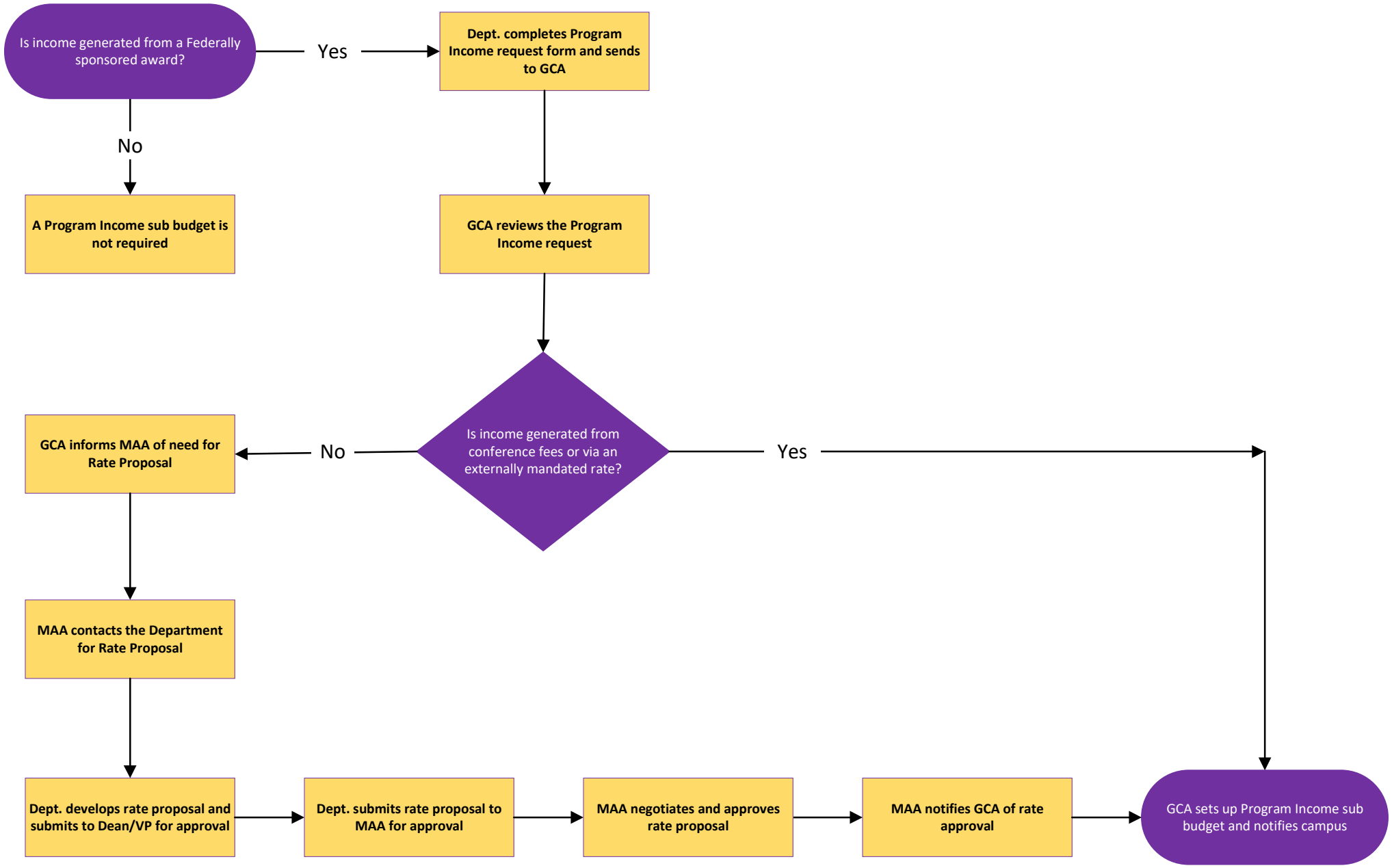
Is income generated from a Federally sponsored award?
Yes
Dept. completes Program Income request form and sends to GCA
No
A Program Income sub budget is not required
GCA reviews the Program Income request
Is income generated from conference fees or via an externally mandated rate?
No
Yes
GCA informs MAA of need for Rate Proposal
MAA contacts the Department for Rate Proposal
Dept. develops rate proposal and submits to Dean/VP for approval
Dept. submits rate proposal to MAA for approval
MAA negotiates and approves rate proposal
MAA notifies GCA of rate approval
GCA sets up Program Income sub budget and notifies campus