

August 24, 2015

**Office of the Vice President
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TO: Distribution List

FROM: Josee Lafochelle 
Interim Vice President, Administration & Finance / CFO

SUBJECT: SSETF Accountability & Transparency Reports

Beginning with the 2015/16 academic year, all recipients of SSETF "Student Success Funds" are required to provide a project accountability and outcome report. Base funding programs will be submitting a report on an ongoing three-year cycle, while one-time funding programs will be submitting a report on an annual basis. 2015/16 represents the third year since the inception of the SSETF and thus, the concluding year of a complete reporting cycle. The purpose of these reports will be to provide additional oversight and accountability on the use of SSETF student success funds and provide an opportunity for evaluating and assessing base funding commitments to ensure the funds are being used to meet student and campus needs in the best possible ways.

Upon reviewing the outcome reports, some funding recipients may be invited to provide brief presentations to the CFAC throughout the course of the academic year to provide a better understanding of the specific program or project. The Budget and Risk Management Office in consultation with the Interim VP for Administration and Finance will contact selected recipients to establish a presentation schedule, making sure to allow sufficient time for preparation.

In order to facilitate this process a form has been attached for your completion; it is also available on the [SSETF Webpage](#). Scroll down below the fee table to the section labeled "2015/16" and select "SSETF Project Outcome Report".

The form is an adobe form and it is preferable that Deans and AVPs digitally sign the form and email to Bradley Olin, Director of Budget & Risk Management, at: bradley.olin@sjsu.edu.

Form Due Date: October 2, 2015