PETER KIEWIT INSTITUTE TECHNOLOGY DEVELOPMENT CORPORATION
ADMINISTRATIVE AND PROGRAM SUPPORT

1. PURPOSE. This memorandum describes the administrative activities undertaken by The Peter Kiewit Institute Technology Development Corporation.

2. REFERENCES:
   A. PKITDC Articles of Incorporation as a Non-Profit, 501(c) 3, dated December 6, 2002.

3. GENERAL. Peter Kiewit Institute Technology Development Corporation (PKITDC) at The Peter Kiewit Institute of the University of Nebraska is a non-profit corporation created to facilitate technology transfer in support of the research and academic goals and missions of the University of Nebraska. This policy memorandum covers the PKITDC administrative functions performed in exchange for facilities and administrative (F&A) indirect costs (IDC) charged as a percentage to each project.

4. SPECIFIC.
   A. Assist principal investigators with preparation and dissemination of service agreements and consultant agreements to project sponsors. Provide a non-technical and non-legal review of all prepared documents and contracts. Coordinate signing of all project related agreements and contracts.
   B. PKITDC will follow them through execution.
   C. Establish and maintain project accounts for funds, budget, payroll and expenses within the scope of work. Provide oversight to ensure that all project accounts and activities, and that the administration, use and activities of project funds conforms to and complies with the project contract and guidelines established by the references listed in Paragraph 2 above.
   D. Once the principal investigator and project sponsor have agreed upon the scope of work and budget, PKITDC will contact the sponsor to coordinate and negotiate, if necessary, other terms and conditions of the contract to complete the agreement.
   E. Maintain all records and correspondence related to the project during the period of performance. For historical, legal and audit purposes, PKITDC will retain an archive an of project records for a minimum of five (5) years after the project close-out date.
F. Schedule, facilitate (if requested) and host (if held at PKI) meetings and workshops between the principal investigator, project sponsor, collaborators and invited guests.

G. Manage ledger accounts (receivable, payable and payroll), receive and generate invoices and requests for payment, prepare monthly account reports, or as needed, obtain signatures for documents when required and disseminate project reports to sending them to the designated parties. Make arrangements for receiving funds and deposit funds in accounts when required. Write and send checks for payments as required.

H. Maintain bank account for deposit of project funds. Set up direct deposit option for project funds when possible. Deposits will be made to the appropriate account within 7 working days of receipt.

I. Meet at least annually with the PKITDC Board of Directors to update the Board on business and financial activities. Seek advice from the Board of Directors on PKITDC policies and governance. PKITDC activities in support of Board meetings includes preparation of reports, development of a meeting agenda, meeting facilitation, recording minutes and preparation of a report of the meetings.

J. Meet at least annually with PKITDC principal investigators to give an update on PKITDC activities, solicit input for improving PKITDC business practices, administrative support and services.

K. Request, schedule and undergo an annual, external audit of PKITDC business policies, procedures, contracts and related activities.