POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: ____________________________________________________________________________

Administrative Procedures Manual [APM] X Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: APM 45.24 Procedure for University Participation in Prize Competitions

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s):
(Please see FSH 1460 C)
Telephone & Email:  

Policy Sponsor: (If different than originator.)
Telephone & Email:  

Reviewed by General Counsel  _X_ Yes _____No  Name & Date: _Casey Inge _________5.1.2016

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Establishes procedure for approval of participation by University employees, and others, in prize competitions that use University resources, contractually bind the University, or may impair the ability of an employee to perform his or her employment responsibilities. This procedure also identifies the process for any potential distribution of prize competition benefits to individuals employed by the University.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
None.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
Clarifies that prize competition funds are not “revenue” subject to distribution in accordance with FSH 5300.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

[Office Use Only]