UNIVERSITY OF CINCINNATI
JOINT USE AGREEMENT FUNDING PROCESS

- Owner is notified by the State that its request for project funding through UC has been approved and included in a capital appropriations bill.

- Owner accesses UC’s website [http://www.uc.edu/af/controller/resources.html](http://www.uc.edu/af/controller/resources.html) and downloads forms and instructions for completing the University of Cincinnati Joint Use Agreement (UC JUA) and exhibits.

- Owner contacts UC Controller’s Office to obtain the interest rate with which the annual use valuation is to be calculated and to confirm other terms necessary to complete the exhibits to the UC JUA.

- Owner completes and forwards a draft copy of the UC JUA and exhibits to the UC Office of General Counsel, which circulates to the UC Controller’s Office and UC Architect’s Office for review and approval, before notifying Owner of their approval.

- Owner forwards four signed duplicate originals of the approved UC JUA including exhibits to the University Architect’s Office.

- UC Architect’s Office prepares an A910 and routes the four (4) originals within the University for necessary approvals and execution.

- UC Controller’s Office forwards a fully executed UC JUA to the Owner and to the Ohio Board of Regents (OBR) for review and approval.


- Following the comment period, the proposed UC JUA is reviewed, recommended by OBR staff, and presented to the Chancellor for final review and OBR approval.

- UC Controller’s Office prepares and submits a capital request to the Office of Budget and Management (OBM) via the State's e-Controlling Board workflow system.

- Director of OBM reviews, approves, and signs the capital request providing final approval for the release of the funds pursuant to the UC JUA.

- UC Controller’s Office notifies Owner that funding under the UC JUA has been approved and prepares and enters in the State accounting system a purchase order encumbering the funds for the project.

- Owner submits to UC Controller’s Office a request for disbursement of funds with supporting documents pursuant to the payment provision of the UC JUA.

- UC Controller’s Office electronically vouchers funds from state accounting for disbursement to the Owner and to UC (for administrative fees) and funds are disbursed either by check or electronic funds transfer.