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REMINDER: October 3, 2008

Originally Sent: June 30, 2008

To: SJSU Research Foundation Account Holders  
From: Mary Sidney, COO, SJSU Research Foundation  
Subj: SELF-SUPPORT FEE INCREASE EFFECTIVE JANUARY 1, 2009

This memorandum is to advise you of a planned fee increase for self-supported projects or "campus programs" managed through the Research Foundation. Effective January 1, 2009, the Research Foundation Board of Directors approved an administrative management fee increase from the current 5% to 7%. This increase reflects the organization's significantly reduced investment income, particularly over the past several months, as well as a reduction in the volume of self-support activity being managed through the Research Foundation in general.

In response to reduced project activity, the Research Foundation reduced nine FTE between FY2006 and FY2008, and we continue to pursue opportunities to achieve greater efficiency in our operations. The staff reductions, in combination with the fee increase, will allow revenues from self-supported accounts to cover the full cost associated with administering these projects. Moreover, particularly in view of ongoing economic uncertainties, the increased fee reduces the organization's reliance on investment income to achieve a balanced annual budget.

The planned 7% fee is well within the 5%-10% range of fees charged by research foundations across the California State University system. (Self-support administrative fees depend in part on the volume and complexity of project activity.)

Please do not hesitate to contact me directly if you have any questions.