MISTI Global Seed Fund
Account opening process

For non-sponsored accounts with overhead

**Process**
Department opens up account, sets up roles and gives MISTI access. MISTI transfers funds.

**Instructions**
Please have a non-sponsored fund account set up at MIT under your existing fund center, and grant Susan Luvisi sluvisi@mit.edu and Robert Murray rmurray@mit.edu reporting access to this account. As soon as your account has been created, please fill in this [form](mailto:). Once you do this please email sluvisi@mit.edu and the entire amount of the award will be transferred to you to manage directly. All transactions on this account will be handled directly by your office. In order to enable us to forward funds in a timely way, please fill in [form](mailto:) no later than Monday January 12th.

**Funds that fall in this group:**
- MISTI Hayashi Seed Fund
- MIT-Belgium - Université catholique de Louvain Seed Fund
- MIT-Brazil Seed Fund
- MIT-Chile - Pontificia Universidad Católica de Chile Seed Fund
- MIT-Chile - Universidad Adolfo Ibáñez Seed Fund
- MIT-Egypt Seed Fund
- MIT-Israel – Ben Gurion University of the Negev Seed Fund
- MIT-Mexico - CONACYT Seed Fund
- MIT-Mexico - Benemérita Universidad Autónoma de Puebla Seed Fund
- MIT-Mexico - Instituto Tecnológico de Estudios Superiores Monterrey Seed Fund
- MIT-Mexico - Veracruz Seed Fund
- MIT-Mexico – Zapopan, Jalisco Seed Fund
- MIT-UNIPI Project
- MISTI – Universidad de Ingeniería y Tecnología (UTEC) Seed Fund

For non-sponsored accounts with no overhead

**Process**
Department gives MISTI information, Office of VPF opens account. MISTI transfers funds.

**Instructions**
Please fill in this [form](mailto:). Once you have submitted this form please email sluvisi@mit.edu and we will set up a VPF child account for you. The entire amount of the award will be transferred to this account for you to manage directly. In order to enable us to forward funds in a timely way, please fill in [form](mailto:) no later than Monday January 12th.
When the sponsored fund closes (Aug. 31st, 2016), you need to send us all the reconciliation files with receipts for audit and long-term storage. You are responsible for covering any overrun.

**Funds that fall in this group:**
MIT-France Seed Fund
Greater China Innovation Fund

For sponsored accounts (with or without overhead)

**Process**
Department gives MISTI information, OSP opens account and allocates funds.

**Instructions**
Please fill in this form. Once you have submitted this form please email sluvisi@mit.edu and we will set up an OSP account for you. The entire amount of the award will be transferred to this account for you to manage directly. In order to enable us to forward funds in a timely way, please fill in form no later than Monday January 12th.

When the sponsored fund closes (Aug. 31st, 2015), you need to send us all the reconciliation files with receipts for audit and long-term storage. You are responsible for covering any overrun.

**Funds that fall in this group:**
MIT-Chile Seed Fund
MITOR Project
Roberto Rocca Project
MIT-Germany Seed Fund

For MISTI Global Seed Funds General Fund

**Process**
Department opens up a new cost center and gives MISTI access. MISTI transfers funds.

**Instructions**
Please create a new cost center (number beginning with a 1) in your department with a start date of 12/15/13 date and an end date of 8/31/15 and grant Susan Luvisi sluvisi@mit.edu and Robert Murray rmurray@mit.edu reporting access to this account. As soon as your account has been created, please fill in this form. Once you do this please email sluvisi@mit.edu and the entire amount of the award will be transferred to you to manage directly. All transactions on this account will be handled directly by your office. In order to enable us to forward funds in a timely way, please fill in form no later than Monday January 12th.