**Mobile Device Stipend Acceptance and Use Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept The Research Foundation for The State University of New York (“Research Foundation”) non-taxable monthly stipend (the “Stipend”) towards the use of my personal mobile device to conduct Research Foundation-related business. In exchange for this Stipend and for the Research Foundation providing access to Research Foundation systems (as defined in the Research Foundation’s Acceptable Use and Security of RF Data and Information Technology Policy), I agree to:

1. Use my personal mobile device to support Research Foundation-related activities.
2. Notify the RF’s Information Security Officer and Information Services if my mobile device is lost or stolen.
3. Follow the Acceptable and Unacceptable use controls in the Research Foundation’s Acceptable Use and Security of RF Data and Information Technology Policy when using the mobile device to access any Research Foundation System, including:
	1. Enable a password protection/screen lock and establish automatic security timeout or auto lock after no more than 15 minutes of inactivity;
	2. Make the device available, at the request of the RF, for the purposes of allowing the RF or its designee to review and/or extract work-related information on the device in the event of legal action or investigation.
4. Certify or provide evidence, upon request, showing that I am in compliance with the terms and conditions of this Agreement.
5. Submit a *quarterly* request for my stipend payment through iExpense and at least annually, include a copy of my monthly mobile device bills sufficient to evidence my plan charges. I understand that if I fail to submit such a request, I may not receive my stipend for the covered period.
6. Submit a new copy of my monthly mobile device bill in the event that my monthly mobile device charges change while authorized to receive a monthly stipend.

I also understand that Research Foundation policies, e.g., the [The Research Foundation for The State University of New York Acceptable Use and Security of RF Data and Information Technology](http://www.rfsuny.org/media/RFSUNY/Policies/acceptable_use_security_rfdata_it_pol.pdf) Policy, are subject to change at any time and that I must ensure the professional use of my mobile device is consistent with the relevant policy(s) in effect at any given time.

**Business Justification for Stipend (please type or print):**

By affixing my signature below, I certify that I have read, understood, and agree to the terms and conditions of this Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President Approval

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Financial Officer Approval