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## SECTION 3 - POST AWARD ADMINISTRATION (OLD)

(Updated and still under revision)

*Policy Sequence # 3-000*

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## **Introduction**

*Policy # 3-000.1*

*#3-000.1 will be updated and will be summarized under Introduction in Section 1 – which is currently under revision.*

While an integral part of the University, the University Foundation is a separate, non-profit corporation that serves as a contracting agent for the University. A major purpose of the Foundation is to provide assistance to faculty and staff with the administration of grants, contracts, and Foundation program(s) accounts.

The Foundation is legally and financially responsible for compliance with, and fulfillment of, any contract it enters into on behalf of California State University, Long Beach. Accordingly, the Foundation must operate within the guidelines, rules, and regulations of the California State University Board of Trustees and the Office of the Chancellor and be in compliance with federal and state laws. The Foundation is audited annually by independent auditors who report their findings to the Foundation Board of Directors, the President of the University, the CSU Board of Trustees, and many extramural funding agencies.

## **Foundation Responsibilities**

*Policy # 3-010.1*

*#3-010.1 will be updated and will be summarized under Foundation Roles & Responsibilities in Section 2 – which is currently under revision.*

The Foundation is responsible for providing and/or coordinating the following services:

- ✓ Acting as liaison between Project Directors and the contracting agencies;
- ✓ Assisting with budget proposals, contract interpretations, and following up in resolving discrepancies;
- ✓ Providing fiscal/accounting services and monthly reports of revenue and expense;
- ✓ Providing personnel and payroll functions and serving as employer-of-record for all employees;
- ✓ Providing purchasing support and advice on obtaining equipment, supplies, and services;
- ✓ Monitoring account expenditures and providing assistance in maintaining budget controls;
- ✓ Filing required fiscal reports on a timely basis with federal, state, and other agencies; monitoring the filing (by the Project Director) of technical reports required by the granting agency;
- ✓ Training new staff on the use of this manual.

## **Project Director Responsibilities**

*Policy # 3-015.1*

*#3-015.1 will be updated and will be summarized under Project Director Roles & Responsibilities in Section 2 – which is currently under revision.*

The Project Director is responsible for compliance with the policies and procedures established by the University, the awarding agency, and the Foundation.

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The policies and procedures set forth in this manual are designed to minimize administrative time, avoid over-expending budget categories, and ensure proper allocation of funds. Specific responsibilities of the Project Director include:

- ✓ Authorizing all expenditures and keeping a tight control on expenditure approval authority;
- ✓ Reporting financial activity to the Foundation on a timely basis;
- ✓ Monitoring computerized, monthly operating reports for accuracy and contracting the internal manager whenever discrepancies occur. (Please note that Foundation records and reports only reflect data that have been processed.);
- ✓ Contacting the Internal Manager as soon as possible when there is the need to change or revise a major program objective and/or revise any budget expense category. (Budget flexibility depends on the granting agency and may vary.);
- ✓ Being certain that appropriate project staff have a good working knowledge of this manual.

**Administration of Sponsored Projects**

*Policy # 3-020.1*

*#3-020.1 removed – will be summarized under Foundation Roles & Responsibilities in Section 2 – which is currently under revision.*

**Account Set-up**

*Policy # 3-025.1*

*#3-025.1 removed – will be summarized under Foundation Roles & Responsibilities in Section 2 – which is currently under revision.*

**Receiving Payment**

*Policy # 3-030.1*

*#3-030.1 removed – will be summarized under Foundation Roles & Responsibilities in Section 2 – which is currently under revision.*

**Charging Expenses**

*Policy # 3-040.1*

Replaced by [Policy # 4-100.1](#) (Charging Expenditures on Sponsored Projects)

**Cost Transfers**

*Policy # 3-050.1*

Replaced by [Policy # 4-120.1](#) (Cost Transfer)

**Exclusion from Policy**

*Policy # 3-060.1*

Replaced by [Policy # 4-120.1](#) (Cost Transfer)

**Effort Reporting**

*Policy # 3-070.1*

**Personnel Effort Certification System (PECS)**

*Policy # 3-075.1*

**Effort Documentation**

*Policy # 3-080.1*

**Effort Certification**

*Policy # 3-090.1*

**Personnel Effort Report Review/Adjustment Process**

*Policy # 3-100.1*

*Policies # 3-070.1 – 3.100.1 to be replaced by Policy # 4-160.1 which is currently under revision*

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<b>Policy on Intellectual Property: Inventions and Discoveries</b>	<i>Policy # 3-110.1</i>
<b>Ownership of Discoveries and Inventions</b>	<i>Policy # 3-120.1</i>
<b>Disclosure of Discoveries and Inventions</b>	<i>Policy # 3-130.1</i>
<b>Advisory Committee for Patents and Copyrights (ACPC)</b>	<i>Policy # 3-140.1</i>
<b>Business Agreements with University Employees</b>	<i>Policy # 3-150.1</i>

Please reference Long Beach Policy Statement 95-08 for policies # 3-110.1 – 3.150.1  
<http://www.csulb.edu/~senate/Policies/95-08.html>

<b>Misconduct in Research</b>	<i>Policy # 3-200.1</i>
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Please reference Long Beach Policy Statement 91-02  
<http://www.csulb.edu/~senate/Policies/91-02.html>