

OPAS

CSU FULLERTON		Ver 11/2008	
Auxiliary Services Corporation		OPAS	
Serving the University in the Spirit of Excellence		ORGANIZATIONAL PRIOR APPROVAL	
TODAY'S DA			
Section I Requestor Information:			
PI's Name:		PI's Signature	
Department:	1	College:	
Phone Est:			
Grant Title:			
Description and justification for request for advanced fund		2	
Section II Requested Budget:			
Personnel Costs:	Amount	Operational Costs	Amount
Part Time Salaries 8167		Consultants 8114	
Full Time Salaries 8267	3	Contracted Services 8120	
FICA Expenses 8158		Materials and Supplies 8143	
SUI Expenses 8159		Other Direct Costs 8147	
Workers Comp 8160		Travel and Mileage 8173	
Employee Benefit 8170		Total by Category:	
Total By Category:		Total by Category:	
Facilities & Admin (Indirect) Costs:		Indicate type of indirect cost base and percentage: %	
Grand Total:		MTDC <input type="checkbox"/>	TDC <input type="checkbox"/>
Use of Human Subjects: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Compliance Issues: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	4
Use of Animal Subjects: Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Details:	5
Section III Approvals and Authorizations:			
A. The ASC is authorized to transfer all non-reimbursable expenditures incurred during this OPAS period to the following account: 6			
<i>I hereby certify that I take full responsibility for any and all charges not reimbursable during this OPAS period</i>			
Name of Account Holder (Type or Print)		Signature	Date
7			
Approved on behalf of the Department:		Approved on behalf of the College or Division (as applicable):	
Signature of Department Chair	Date	Signature of Dean or AYP or YP	Date
B. Confirmation of status of final agreement:			
<input type="checkbox"/> An agreement has been received from the Sponsor of which are acceptable. Sponsor signature is pending.			
<input type="checkbox"/> An agreement has been received from the Sponsor and changes to the language are under negotiation.			
<input type="checkbox"/> A signed "Letter of Intent" has been received by the Sponsor; an agreement is forthcoming.			
<input type="checkbox"/> Sponsor has confirmed by email that they will issue an award.	8		
Denise Bell		Signature	Date
Director, of Sponsored Programs			

OPAS

1. Complete Section I with PI's information
2. Write a justification for request for advanced funding
3. No more than 15% of the total proposed budget can be requested on an OPAS
 - a. List dollar amounts in each object code (not just a lump sum)
4. Indicate what type of IDC base and percentage is being used (this should be at the same rate and base as the expected funding) so that Office of Sponsored Programs (OSP) can setup the 8131 object code (IDC Object Code)
5. Indicate if there are Human Subjects, Animal Subjects, or other compliance issues
6. Indicate what account ASC can use if funding is not provided so that all unallowable expenditures can be transferred to that account
 - a. Agency Account
 - b. IDC Account
 - c. Other Discretionary Account
7. Obtain Signatures from PI, Chair and Dean
8. Submit OPAS to the Office of Sponsored Programs
 - a. The OSP Director will review and either sign and provide to the Sponsored Programs Administrator to set up the new account or return to the PI