**California State University, Fullerton &**

**CSU Fullerton Auxiliary Services Corporation**

**PROPOSAL SUBMISSION and ADMINISTRATION POLICY & DELEGATION**

**Authority to Submit**

Following CSU Policy Number **11002.01**, proposals for Sponsored Programs shall not be submitted to the Sponsor without prior written approval of the President of the California State University, Fullerton (“CSUF”) or the President’s University designee, and of the chief financial officer of the University or the chief financial officer's University designee.

At CSUF, the Office of Grants and Contracts (“OGC”) is the office designated by the President for proposal submissions. **All** proposals for grants and contracts funded by non-CSUF funding sources, including non-CSU-funded contracts and grants that are subsequently subcontracted from one CSU campus to another (“**sponsored programs**”) **must be submitted by the OGC** on behalf of the CSUF and an eligible Principal Investigator (“PI”). Any proposal that is not submitted by OGC will lack the necessary institutional review and approvals, and therefore cannot form the basis for an award for administration by the CSU Fullerton Auxiliary Services Corporation (“ASC”) or the university.

The OGC Director, Assistant Director, Grants & Contracts Officers and Coordinators are authorized to submit proposals on behalf of the University and ASC.

**Pre-Award Review and Approvals at CSUF**

All proposals require approvals of the following (or their designees) *at a minimum* before they may be submitted to the Funder/Sponsor:

* Director of ASC Office of Sponsored Programs (OSP)
* Principal Investigator PI (and Co-PIs, as applicable)
* Department Chair(s) or Director(s)
* College Dean(s) or Division/Unit Administrator
* Chief Financial Officer
* AVP, Office of Research and Sponsored Projects (ORSP)
* Authorized Organizational Representative

Additional approvers from various areas will be identified depending on other items (e.g. space needs, major equipment, risk management, etc.) applicable to the proposal. Some proposals may require additional approvals of the Directors/Unit Administrators (or their designees) of the following offices:

* Environmental Health & Safety
* Facilities Management
* Risk Management
* University Advancement
* International Programs & Global Engagement
* Research Compliance

**Award Administration**

The CSU Fullerton Auxiliary Services Corporation has been established by the CSUF to oversee the various enterprises on campus, including the administration of grants, contracts and cooperative agreements (“sponsored programs”) awarded to the University.

The ASC’s **Office of Sponsored Programs (OSP)** has been authorized to administer sponsored programs. All procedures and actions taken on sponsored programs are designed to conform to federal and state laws and regulations, specific funding agency/sponsor requirements, CSU, University and Auxiliary policies.

The OSP Director and Administrators ensure responsible administration of sponsored funds to guarantee efficiency, consistency, and cost effectiveness in operations.

**Excerpts from CSU Policy Number 11002.01, “Sponsored Programs Administration”**

***3.1 Proposal Submission, Review, and Approval***

***3.1.1 Pre-Award Review and Approval of Proposal Submission***

*Proposals for Sponsored Programs shall not be submitted to the Sponsor without prior written approval of the president of the University or the president’s University designee and of the chief financial officer of the University or the chief financial officer's University designee.*

***3.1.2 Pre-Acceptance Approvals***

*Awards of Contracts or Grants shall not be accepted without prior written approval by appropriate officials of the University and Auxiliary responsible for the following areas, if applicable: (a) Academic/programmatic; (b) fiscal, (c) health and safety; (d) human and animal subject research; (e) space; (f) major technical resources and equipment; and (g) risk management.*

***3.1.3 Notice***

*The campus policy shall provide for notice to all personnel responsible for the preparation of proposals and applications for Sponsored Programs that, if awarded, the Recipient of the Contract or Grant shall be the University or Auxiliary and not an individual, department, or other constituent unit.*

***3.1.4 Amendment of Contract or Grant***

*The campus policy shall specify the approvals necessary to amend a Contract or Grant.*

***3.2 Performance of Grants and Contracts***

***3.2.1 Administration of Sponsored Programs***

*Prior to acceptance, the Recipient shall designate either the University or an Auxiliary to administer the Contract or Grant.  This entity shall be the Sponsored Program Administrator.  The Sponsored Program Administrator is legally responsible and accountable to the Sponsor for the use of the funds provided and the performance of the Sponsored Program.*