Congratulations on your new award! The ORSP Post-Award Grants & Contracts Administrators (GCAs) are here to assist you with administering this project. The New Award Orientation form is designed to cover key highlights of the regulations and requirements from the funding agency. The actual award document is attached and we encourage you to read it thoroughly.

Title of Project: 
Sponsoring Agency: 
Principal Investigator (PI): 
CSULB Project Number: 
Sponsoring Agency Award Number: 
Sponsor’s Program or Technical Officer: 
Sponsor’s Administrative Officer: 

All items checked below are applicable to your project.

☐ Award Dates: to 
All work described in the scope of work must be completed within these award dates. Non-payroll expenditures (e.g. supplies) should be ordered no later than 30 days prior to the end date of the project and used by the end date of the project. If additional time is needed or the deliverable dates need to be changed, Grants and Contracts (G&C) must be contacted 90 days prior to the end date.

☐ Reporting Requirements: Below is a list of all project reports and their due dates. Please provide G&C a copy of all reports submitted to the agency.

☐ RCR: Responsible Conduct of Research training is required for all participants on this award.

☐ Failure to Comply: The sponsor awarded this grant in order to carry out the tasks and objectives that were detailed in the proposal. These tasks and objectives must be performed with a standard of care equal to, or greater than, the degree of skill and diligence ordinarily expected from higher education professionals. Furthermore, the agency expects compliance with all rules, regulations, policies and procedures that are set forth by the sponsoring agency and by CSULB. Failure to meet the objectives of the award in a timely and professional manner or comply with the governing regulations and policies may result in serious consequences including, but not limited to, nonpayment, loss or reduction of future awards and loss of the current award.
**Budget:** Attached to this orientation form is a copy of your budget with the expense codes to use when requesting payment. Budget modifications may need the approval of the funding agency’s Administrative Officer.

**Financial Responsibility:** It is the Principal Investigators’ responsibility to manage and maintain an understanding of their budgets, expenses charged, and account balances on a regular basis. Financial information is accessible through the Data warehouse. Monthly reports in the Adobe PDF format will also be distributed via email.

**Project Employee Oversight:** The Principal Investigator is considered the supervisor of the employees hired on their grants. As such, the PI must follow Research Foundation Human Resources policies and procedures.

**Payment:** Receiving funding for your proposal does not mean that the Research Foundation also receives a cash payment, except in rare instances. Your G&C Administrator submits requests for payment as required by the award document. Invoicing is made on the following basis:

- **Cost-reimbursed:** Project account is set up. PI is allowed to spend according to the award budget. ORSP invoices the agency after expenses are incurred.

- **Fixed Price:** Project account is set up. PI is allowed to spend according to the internal budget. ORSP invoices the sponsor according to a fixed payment schedule or upon completion of task deliverables. At the conclusion of a fixed price agreement, provide GCA with a copy of the final deliverable. Any remaining balance will be dispensed according to the University’s policy on fixed price agreement residuals. Contracts with a significant unspent residual may need a written justification and possibly an approval from Academic Affairs before funds can be transferred to a residual account. **When the PI submits the Final Report, the GCA must be notified in order to complete the Final Billing of the sponsor.**

**Allowable/Unallowable Costs:** We are required to follow the cost accounting standards defined by the federal government’s Office of Management and Budget (OMB), individual agency regulations and campus policies. These regulations and policies define what types of costs are allowed on grants and contracts and how they should be allocated. As a general rule, entertainment expenses (e.g. food, alcohol) are not allowed. Meeting expenses often fall under this category. In the event that an unallowable cost is submitted, the expense will not be reimbursed. Depending on the circumstances involved, any cost incurred may require an explanation or justification before it is charged to a specific project.

Your funding agency has also placed the following specific restrictions on types of expenses for this award:

- **Prior Approvals:** Governmental funding agencies typically require that they be notified prior to the following events:
  - Incurring expenses prior to the start date of the award (pre-award spending)
  - Absence of the Principal Investigator for three or more months
• Change of Principal Investigator
• Significant reduction of the Principal Investigator’s level of effort

☐ Key Personnel Effort: Please provide the percentage of effort for each of the Key Personnel working on this project.

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<th>Name</th>
<th>Position Title</th>
<th>Percentage of Effort</th>
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☑ Effort reporting: The federal government requires award recipients to track the effort of each project’s personnel. Each faculty member is required to submit an Employee Certification Report twice per year: January through June and July through December.

These reports show a summary description of all work performed by the employee (Foundation, CSULB and in-kind effort). The summary shows a distribution of the employee’s work between university activity and work performed on grants. Each type of activity appears as a percentage of all university and Foundation work performed.

Each employee must review, correct (if necessary) and certify that the report is a reasonable estimate of actual effort. If the employee is no longer present, a supervisor who has knowledge of the work of this employee may certify.

☐ Expendable Property: Durable items, such as computers, printers, and digital cameras, costing less than $5,000 per unit often appear in the supplies expense category. These items are tagged as Foundation property and tracked through the Foundation’s fixed asset system. Expendable property is typically not an allowable expense when acquired towards the end date of the award. Contact your GCA before making these types of purchases. Purchase orders are required if the per unit cost is $5,000 or more.

☐ Equipment Requirements: The purchase of equipment must be handled through the Foundation’s purchasing department via purchase orders. Equipment affected by property policies includes capitalized equipment with a cost per unit greater than $5,000. Once delivered, the equipment must be tagged and tracked through the Foundation’s fixed asset system.

According to the terms & conditions of your award, title to any equipment purchased is vested as follows: N/A

☐ Cost Sharing: Cost-sharing (or matching) is that portion of project expenses over and above what the funding agency provides. Cost-sharing can be in the form of cash or in-kind goods and services. Cash matching must be documented by actual expenditures being paid from
a source other than the grant. In-kind cost-sharing must also be documented via certified statements of work or certified letters from the parties providing the cost-sharing. Cost sharing documentation is auditable. As expenditures are incurred to meet internally supported cost sharing requirements, the PI and the College are responsible for providing the supporting documentation to ORSP to ensure that adequate records are kept of audit purposes.

The following summarizes the cost sharing requirements for this award:

☐ **Subcontracts**: A subcontract (also called a subaward) is issued if a separate organization will be providing a substantial contribution to the scope of work. When a subcontract is issued, the Principal Investigator will be required to provide additional oversight of the subcontractor and their work. If your project needs a subcontract, contact your GCA. In order to enter into a subcontract with a third party, our office needs the following information:

1. Institution or business name & address
2. Institution or business Dun & Bradstreet number
3. Contact name and title
4. Telephone number and email address
5. A scope of work including a description of deliverables
6. The maximum dollar amount of the contract

☐ **Acknowledgement/Publicity Requirements**: It is good practice to acknowledge your funding agency on any materials that you plan to disseminate. Your award specifies the following requirement:

☐ **NIH Publication Requirement**: All articles arising from NIH funds must be submitted to PubMed Central upon acceptance for publication. Detailed information is at [http://publicaccess.nih.gov](http://publicaccess.nih.gov).

☐ **Data rights**: Data rights are handled in many ways by different funding agencies. Your award notice states the following:

☐ **Data Management Plan**: NSF requires that research results are disseminated and shared in accordance with the approved Data Management Plan submitted with the proposal.

☐ **Responsible Conduct in Research and Other Training**: Certain awards such as training grants from NSF and NIH require that student and sometimes faculty undertake training. Your project appears to require [training.

☐ **Research on Human and Animal Subjects**: Most research involving humans or animals will be subject to prior approval by the Institutional Review Board or the Institutional Animal Care and Use Committee. Your project appears to require [approval.

☐ **Patent Rights/Intellectual Property**: The CSULB policy for the patent/intellectual property rights of work developed by faculty, staff and students can be found on the ORSP
website. The guidelines developed by CSULB are in addition to the following specific terms &
conditions of your award:

☐ **Conflict of Interest:** Conflict of interest is disclosed at the time of proposal submission via
the Office of University Research. Should any additional conflicts arise during the course of your
project, contact your G&C administrator. A final conflict of interest disclosure may be required
during the project closeout.

☐ **California Form 700U:** CSU regulations state that PIs who have signed a California Form
700U, Statement of Economic Interests for Principal Investigators, prior to acceptance of an
award must have Ethics Training every two years. You will be notified via email by “Skillport”
to complete the online training.

☒ **Closeout:** At the conclusion of your grant, the GCA will work with you to close out your
project. Your role in the closeout process includes sending a copy of the final report to the G&C
office (or other documentation that it was submitted to the sponsor), finalizing any outstanding
allowable expenses, and providing any outstanding cost share documentation.

☐ **Additional Requirements:** Your award includes the following additional terms and
conditions:

**Acknowledgement of Receipt:** I have met with a Grants and Contracts Administrator and have
discussed all the items checked above. I understand that, as Principal Investigator of the
indicated project, I am responsible for tasks and objectives described in the award, adhering to
all regulations related to research compliance and expending the funds in compliance with its
terms and conditions.

Signed By:

________________________________________________________________________
Principal Investigator: Date

________________________________________________________________________
G&C Administrator: Date