



California State University, Los Angeles

DATE: June 6, 2003

TO: All Principal Investigators, Department Chairs, College and University Deans

FROM: Herman J. Lujan, Provost/VPAA
Steven N. Garcia, Campus CFO/VPAF

CC: J. Rosser, J. Aguirre, K. Button, D. Calvo, Y. Lee, P. Quan, T. Ross

SUBJECT: Administrative Policies and Procedures, Pre-Award and Post-Award
Contracts and Grants

The attached documents have been approved as official Administrative Policies and Procedures covering Contracts and Grants operations, both pre-award and post-award, for California State University, Los Angeles. They are effective immediately, replace all relevant intermediate procedures, and remain effective until further notice.

Please notify the appropriate individuals in your unit that these procedures must be followed for all grants and contracts. Questions about the procedures can be directed to the Associate Dean of Graduate Studies and Research - Research Administration (Susan E. Kane, extension 3799) and/or the UAS Director of Contracts & Grants (Alma Sahagun, extension 4970). For future reference, copies of these procedures are available on the ORSP website (<http://www.calstatela.edu/academic/orsp/>).

Attachments