CALIFORNIA STATE UNIVERSITY, LOS ANGELES
INTERIM
UNIVERSITY AND AUXILIARY FISCAL POLICY
GRANTS & CONTRACTS
ONE-UP (NEXT LEVEL) AUTHORIZATIONS & APPROVALS

PURPOSE
To establish policy and procedures for one-up (next level) authorizations of disbursements from grant or contract funds awarded to the University from any public or private source.

REFERENCES
Education Code §89900(b); Title 5 §42401, §42402.

POLICY

1. Principal Investigators (PI) may not authorize or approve reimbursement of their own expenditures.

2. A PI may not authorize or approve reimbursement of expenditures by or for a superior.

3. A PI may not authorize or approve reimbursement of expenditures made by a relative or spouse - whether Co-PI, grant/contract employee, or external consultant. (Such situations require appropriate disclosures, approvals at the time of proposal, and a next level approver if accepted).

4. Delegations of Approval from Faculty PI of Record to Co-PI(s) must be communicated in writing prior to approvals.

5. Non-Faculty PI's may not delegate approval authority for grant/contract disbursement; the non-Faculty PI uses the next level approver.

6. Fiscal Resource personnel are not authorized approvers.

7. At the recommendation of the Provost/VPAA or applicable Vice President, the President approves MPP overload requests. (Reimbursed release time is not available to MPP).

The attached Interim Procedures apply to approved faculty and non-faculty PI's as indicated. Any questions regarding these procedures should be directed to the Office of the Campus CFO/VPAF. Any exceptions to these Interim Procedures must be made with the concurrence of the Provost/VPAA and the Campus CFO.

This policy is effective immediately.

APPROVED: _____
                 Steven N. Garcia, Campus CFO/VPAF

DATE:_____

PRINCIPAL INVESTIGATORS	APPROVERS	REQUIRED FOR
Faculty: Non-Chair PI of Record **Non-Faculty: PI Mgr./Administrator**	**Chair or Asst/Assoc Dean [1]** **Associate/Assistant Vice President**	Reimbursement for budgeted project costs related to: (A)Travel, including Reimbursable Travel Approval forms; (B) PI/PD time [2], including timesheets for Faculty overload and quarter off, employment forms (ETR's); and (C)Other properly documented out-of-pocket expenditures.
Chair **Assistant/Associate Dean** **Associate/Assistant Vice President**	**Asst/Assoc Dean or Dean** **Dean** **Vice President**	Same as above.
Dean **Vice President** **Provost/VPAA**	**Provost/VPAA** **Provost/VPAA** **Campus CFO**	Same as above.
All Other Grant/Contract Employees Not Classified Above. **This includes:** **Non-PI Faculty members, Students, External Consultants, and CSU Faculty from another campus.**	**Faculty PI of Record & Non-Faculty PI.** **Note:** *The Faculty PI of Record may delegate authority to Co-PI(s) to approve timesheets for their student grant employees. This delegation must be determined in advance of any approvals and submitted in writing to the Co-PI, with copies to the Chair, Dean, and Contracts & Grants Pre/Post Award Offices.*	Budgeted project costs, including employee timesheets, direct pay requests, purchase orders; overload & quarter off time by non-campus faculty.

1. **Athletics Director approves for Coaches; University Librarian approves for Librarians.**
2. **Does not pertain to Reimbursed Time.**
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PI/CO-PI Arrangements

The following examples are provided to help faculty members manage disbursements for PI/Co-PI grants/contracts. The examples assume a PI of Record; however, if no differentiation is made between PI and Co-PI, then an individual's PI classification is used as the criteria for next level approvals (see *Interim Procedures* above).

Examples:

1. **PI of Record is non-Chair Faculty with Co-PI non-Chair Faculty member(s).**
   - Chair approves reimbursement requests for PI of Record.
   - PI of Record approves reimbursement requests for Co-PI.

2. **PI of Record is Chair with Co-PI Faculty member(s).**
   - Dean approves reimbursements for the Chair.
   - Chair approves reimbursements for the Co-PI Faculty member(s).

3. **PI of Record is Dean with Co-PI non-Chair Faculty, or Co-PI is Dept. Chair.**
   - Provost approves Dean's reimbursements/overload.
   - Dean approves reimbursements for Co-PI Faculty Members.

4. **PI of Record is Faculty member with Co-PI Chair.**
   - Dean approves reimbursements for both PI of Record Faculty member and the Co-PI Chair.