


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

January 19, 1973

To: Presidents 
From: H. E. Brakebill
Executive Vice Chancellor
Subject: California State University and Colleges Auxiliary
Organizations--Administration of Grants and Contracts
in Support of Research, Workshops, Institutes, and
Other Special Instructional Projects - Executive
Order No. 168

Attached is a copy of Executive Order No. 168 relating to university and college policies concerning the administration of grants and contracts in support of research, workshops, institutes and other special instructional projects administered by auxiliary organizations. This Executive Order supersedes Executive Order No. 163 dated December 11, 1972.

Some recent developments have underscored the necessity for clarifying and amplifying certain systemwide policies regarding subject. We urge you to review all codes, policies and regulations pertaining to the operations of auxiliary organizations. Particular attention is called to the following:

1. Education Code Sections 24054 through 24659.
2. Title 5 of the Administrative Code, Chapter 5, Subchapter 5, Articles 1 through 3.
3. Board of Trustees Policy Statement regarding Auxiliary Organizations (BA 69-11).

Board of Trustees policies and regulations clearly outline the necessity of assuring the fiscal integrity and viability of the auxiliary organizations in addition to requiring that functions undertaken by auxiliary organizations are for the purpose of providing essential activities which are an integral part of the approved college educational program.

The administration of grants and contracts in the California State University and Colleges by the auxiliary organizations should be performed in a manner which enables the Board of

Trustees to satisfy its responsibilities to the State of California, Federal agencies, public and private sponsors, the universities and colleges and the auxiliary organizations.

HEB:js

Attachment

Copies to: Vice Presidents for Administration
and/or Business Affairs
Business Managers
Chancellor's Office Staff

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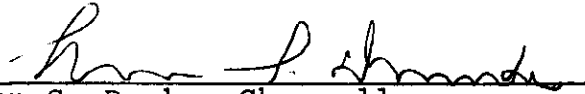
This Executive Order is issued pursuant to Subchapter 5 of Chapter 5 of Title 5 of the California Administrative Code, as amended March 26, 1969, and related policies adopted by the Board of Trustees.

1. The president of each California State University and College shall include in the policies of their campus governing college auxiliary organizations the following:
 - a. Proposals or requests for funding of research or other special educational projects shall not be submitted to sponsoring federal or state agencies, public or private corporations, private foundations or individuals without prior approval of the President of the campus or his designee.
 - b. The President shall inform all personnel responsible for the preparation and submission of proposals that all grants and contracts, if and when awarded, are to be accepted by the university, the college or a designated auxiliary organization and not by an individual. The university, the college, or a designated auxiliary organization which is the contracting agency is responsible and accountable by the project sponsor for the proper expenditure of funds.
 - c. The Chief Fiscal Officer of the campus shall review and approve the fiscal aspects of each proposal for funding.

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- d. Cost-sharing components which are required by a proposed project should reflect an accurate and acceptable contribution by the campus. If a project requires direct contribution of State funds or diversion of funds from their budgeted purposes, either initially or at a future date, prior approval of the Chancellor's Office must be obtained.
 - e. Travel of the project director or staff members in connection with project activities shall be previously authorized by the campus administration.
 - f. Claims for reimbursement for travel involving two or more projects shall contain a statement to the effect that duplicate payment is not being requested or has not been received from the other projects. Proper distribution shall be made of travel expenses involving two or more projects.
 - g. Project directors, consultants, or project staff members should not be hired on any project until the terms and conditions of employment, particularly salary, have been computed, agreed to, and confirmed in writing between individuals and the campus administration.
 - h. Emphasis shall be given to recover all costs, both direct and indirect, for each project.
2. Each campus of The California State University and Colleges shall notify the Office of the Chancellor, Division of Auxiliary and Business Services, of policies adopted governing State College Auxiliary Organizations at that campus and, in particular, of the inclusion of the foregoing provisions.

Dated: January 19, 1973


Glenn S. Dumke, Chancellor

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