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