

Establishing a Grant and Contract Account at Foundation

The Foundation is the post-award administrator of sponsored projects on behalf of the University. As a reminder, we cannot open a grant and contract account without a completed External Funding Form signed off by all parties and a fully-executed contract or agency award document which is in the Foundation's name.

Before the Foundation can sign a contractual agreement or award document, the External Funding Form must be signed off by all parties. We encourage you to consult with the Office of Research and Sponsored Programs (ORSP) early in your proposal process to assure Foundation can open a grant and contract account for you in a timely manner.

ORSP assists faculty and staff with the completion of both the External Funding Form and the legal document (award document or contract). It is encouraged that project directors involve the ORSP as early as possible in this process to assure the Foundation can open a grant and contract account in a timely manner. The External Funding Form is used to obtain approval and endorsement by on-campus personnel for the proposed project. In addition, CSU Executive Order Number 890 requires that all proposals or requests for funding of research or other special educational projects shall not be submitted to a sponsoring federal or state agency, public or private corporation, and/or private or corporate foundation without prior approval of the President of the campus or his designee. There are several levels of signatures required for the External Funding Form. The project director is only responsible for their own signature, their Chair/Director, and the College/Division Dean/Vice President. At that point, the application and the final copy of the proposal must be delivered to the ORSP for processing. Please do not sign any sections of the grant proposal. Only the Institutional Official is authorized to sign grant proposals. Again, the name of the fiscal agent is NOT the University but rather Cal Poly Pomona Foundation, Inc. The ORSP will circulate the form and grant application and contact you should any problems develop. It takes about 10-20 business days to get a form through all the required signatures. While this may seem lengthy, it results in an application that has the full support of the University.

The next step in opening a grant and contract account at Foundation is an acceptable award document/contractual agreement. Again, ORSP assists faculty and

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WHAT YOU SPEND ON CAMPUS ... STAYS ON CAMPUS.

Surplus funds generated by all Cal Poly Pomona Foundation operations go back to the University to provide financial and facility resources to benefit students, faculty and staff.

For more information visit our website at www.Foundation.CSUPomona.edu



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staff with this process. All award documents and contractual agreements must be in the name of the Foundation. The Foundation has a sample contract on our website at: www.foundation.csupomona.edu. The project director is encouraged to use this document for all projects that require a contract. Any changes in the wording of this contract will require review by both ORSP and the Foundation before it is signed. If no changes are made to contract, the Foundation's Executive Director, G. Paul Storey, will sign two copies of the agreement. As a reminder, please do not mail any contracts directly to the Foundation. All contract processing and review occurs at ORSP. If the Foundation does receive a contract by mistake, it will be forwarded to ORSP for review and submission to Foundation after completion of the External Funding Form. In addition, Foundation will not sign faxed copies of legal agreements. All legal agreements must be original, with original signatures by both parties.

The Foundation encourages you to become familiar with the many services the Office of Research and Sponsored Programs has to offer. Vicki Stepp, Director of the Office of Research and Sponsored Programs, and her staff are there to assist you with your project proposals, External Funding Form processing, and contract/award document review. You can find out more about ORSP on their website at: <http://www.csupomona.edu/~research/>

Enterprise Rent-A-Car



This is just a reminder that Enterprise Rent-A-Car is the preferred vendor for the CSU and Auxiliary Organizations. Member employees receive favorable rates for use of rental cars for both business and pleasure. The agreement with Enterprise provides a minimum preferred rate of \$33.46 per day which includes \$300,000 in automobile liability insurance and full comprehensive and collision coverage in the event that your rented vehicle suffers physical damage.

Additional benefits include:

- * Unlimited mileage
- * No "drop-off charge" for returning a vehicle to an alternate location within California
- * Online reservation system
- * Counter Bypass Program to avoid lines when renting
- * 650 rental locations within California



For more information for booking a reservation on line or by phone, please visit:

http://www.foundation.csupomona.edu/content/f/p/procedures/AP_295_Enterprise%20Rental%20Instructions%20&%202009%20Rates.pdf

Employment Services Updates

1. Revised Employment Eligibility Verification Form:

The Foundation is required to use the revised Form I-9 (Revision 02/02/09) N for all new hires and re-verifications beginning April 3, 2009. The previous edition of Form I-9, dated 06/05/07 will no longer be valid. When submitting new hire packages please verify that the new Form I-9 is included in the package. The revised form and new hire packet is available on the Employment Services website: www.foundation.csupomona.edu, see HR forms.

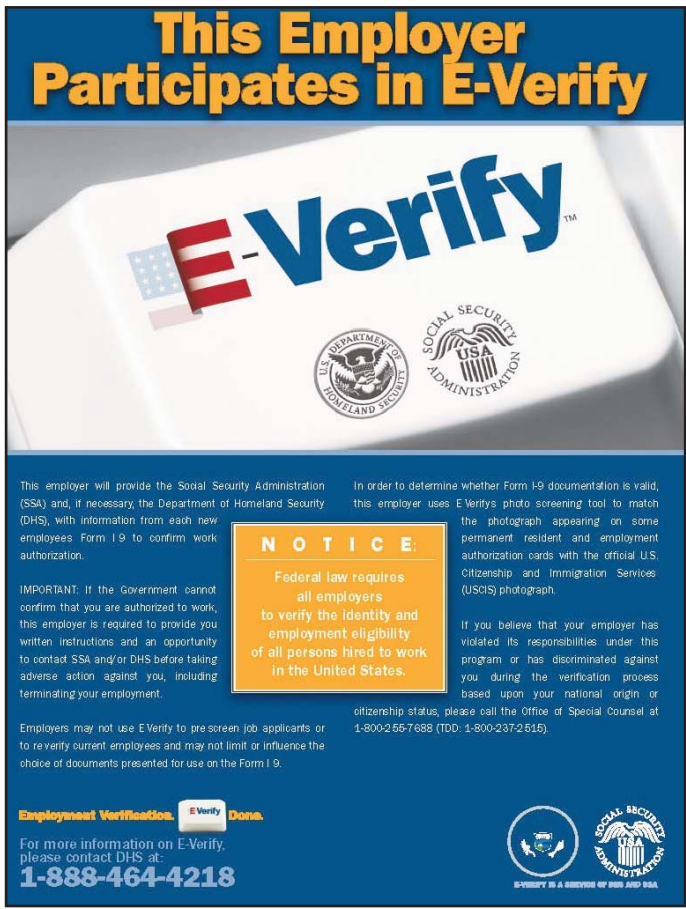
2. E-Verify:

We are proud to announce that the Foundation is now an E-Verify employer. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). The operating system allows participating employers to electronically verify the identity and employment eligibility of newly hired employee's based on information taken from the Form I-9 (the employment eligibility verification form) against records in SSA's database and DHS' immigration databases.

With the new procedures it is critical that all new hire forms are received in the Employment Service office within three (3) days of the employee's start date.

3. Employee Terminations:

Employment Services is in the process of updating our Kronos data base, if you have an employee(s) that is/are no longer working in your Unit/Dept., please process an ETF to terminate the employee(s).



This Employer Participates in E-Verify

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employees Form I-9 to confirm work authorization.


In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services (USCIS) photograph.

NOTICE:
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

Employers may not use E-Verify to pre screen job applicants or to re verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

Employment Verification.  Done.

For more information on E-Verify, please contact DHS at:
1-888-464-4218

 
E-VERIFY IS A SERVICE OF DHS AND SSA

If you have any questions please contact DeLoyce Freeman at ext.3764 or via email: defreeman@csupomona.edu.