

## Instructions for Grant Funded Event Approval

1. An event is created and entered into the 25Live Event Scheduling System by a Requestor. After entering in the event information and making the location selection(s), in the *list of additional questions related to your event*, PLEASE check **YES**, that the event is a “Grant funded event”. *\*This is the only way the event Scheduler knows to add GRaSP approval for the event.*
2. After the event is finished and saved, the Requestor must next assign a “To-do” for the Authorized Account Signer for that grant [[located on the drop-down menu tab, More Actions: Create “To Do” Task](#)].

Find the 25Live Training Video (Module 7):

[www.csub.edu/events/oncampuscommunity/25live](http://www.csub.edu/events/oncampuscommunity/25live)

- a. In the “**To Do**” **Name** box, type in the *First and Last name* of Authorized Account Signer.
  - b. In the “**To Do**” **Comments** box, type in “*Please Approve Account String*”
  - c. Select a **Due Date**
  - d. In the **Assigned To** section, assign the “To Do” task to the Authorized Account Signer from the drop down or search menu.
  - e. Follow with an email from the event in 25Live [[More Actions: Email Event Details](#)] to the Authorized Account Signer to let them know to go in and approve their task.
3. The Scheduler will select the **Requirement Task(s)** “GRaSP approval” to be the final approval for the event.
  4. Once the event approval by the Account Signer is “**complete**”, the Requestor is to print a copy of Event Information Report [[More Actions: Print a Report for this Event: CSUB Event Information](#)]. It is recommended to **Highlight** the approval complete status on the paper report so that it can be easily found.
  5. The Requestor will send the Report to the GRaSP office for approval- this document will be logged in and forwarded to the PAC (Post-Award Grant Coordinator) assigned to your grant, to review and approve.
  6. Once approved by the PAC, it will be sent to the GA (Grant Analyst) for review and approval.
  7. Once approved by the GA, it will be routed to the GRaSP Authorized 25Live Approver (currently Gwen Parnell) for final approval. The Event Information document will be filed and the GRaSP approval will be electronically approved in 25Live, therefore confirming the event.