Paperless Process: 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 best way to let the Scheduler know to add GRaSP approval for the event.*

2. Be sure to enter in the Billing Information: **Business Unit, Department ID, Fund #, Project #, and Account #**. Leaving out this information will delay the approval process. Descriptions of Account String information can be found on this web page: http://www.csub.edu/bas/fiscal/accounting/COA/

3. 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].
    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.

4. The Scheduler will select the **Requirement Task(s)** "GRaSP approval" to be the final approval for the event.

5. Once the event approval by the Account Signer is "**complete**" and the true cost for the event is known, the Requestor may print a copy of Event Information Report [More Actions: Print a Report for this Event: CSUB Event Information].
    ***For the paperless process**: E-mail Gwen Parnell to let her know that the event is now ready for review for final GRaSP approval. Attach the Event Information Report in your Email from 25Live.

6. Post-Award Grant Coordinator and Grants Analyst review and approve within the 25Live system and Gwen will submit the final GRaSP approval.

7. Scheduler will confirm and process the Event Request after approved by GRaSP.

8. If there are any additional resources added to the event with associated costs, a "To-do" will need to be made by the Requestor for the Grant/Budget Coordinator for a second approval. If the increase for additional expenses is more than $100.00 or above a 10% threshold, GRaSP approval is required. If there is a decrease in the final cost (i.e.: a resource cancelled/no longer needed), no additional approvals are needed.