GRaSP

25Live Grant-funded Events Training
8-25-14

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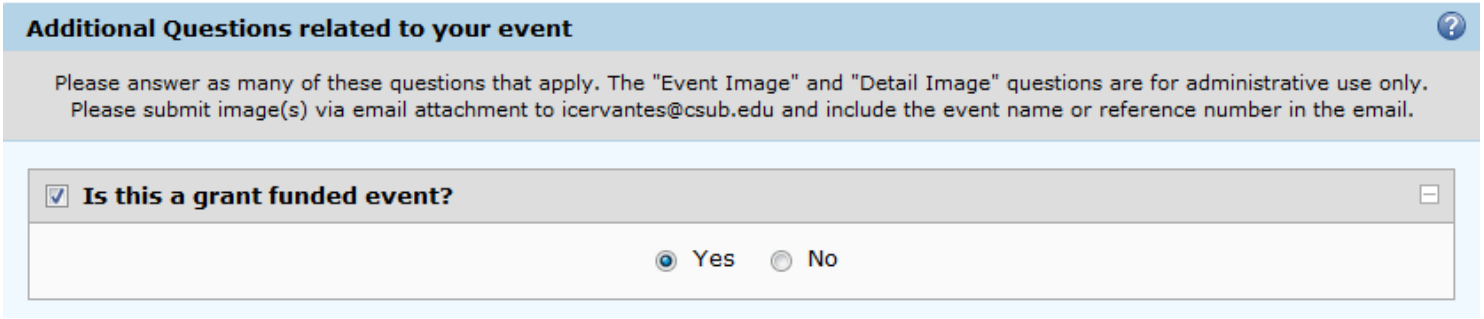
Where to look…

- http://www.csub.edu/events
- Direct your event Requestors for Instruction PDF:
  - CSUB home page
  - Community and Visitors: Plan an event

Step 1
Requestor

a. An event is created and entered into 25Live by the REQUESTOR

b. Requestor MUST select yes to the first question



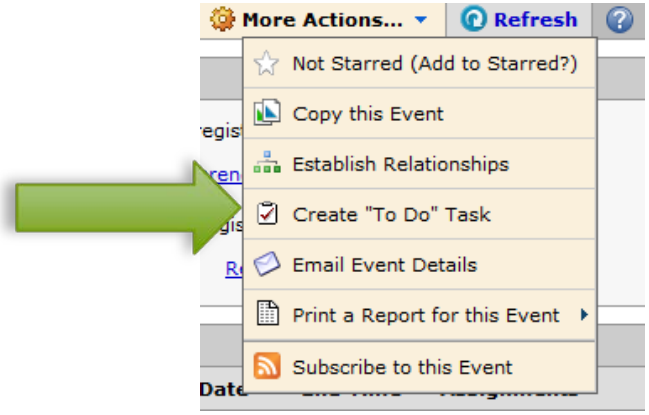
This is the BEST way the event Scheduler knows to add GRaSP approval

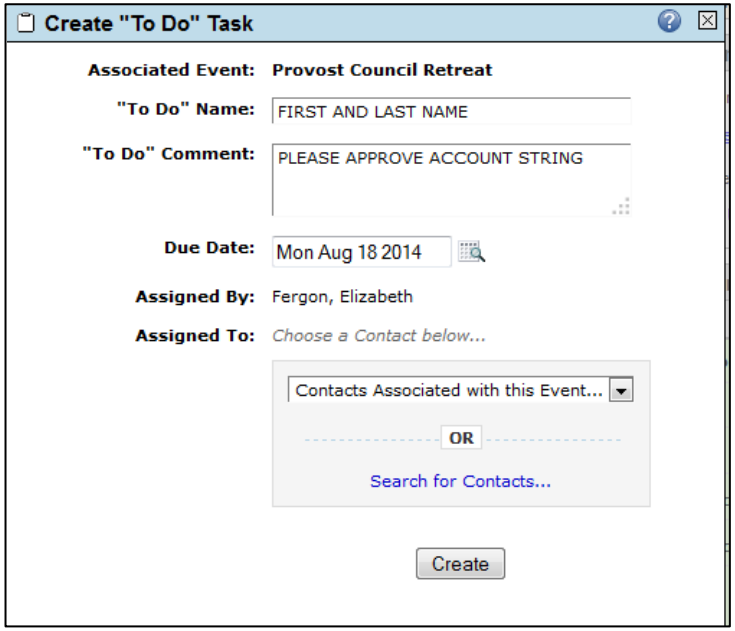
All Grant-funded events MUST be requested within 14 days of event occurrence

Event is NOT CONFIRMED to take place until GRaSP final approval

Step 2
Requestor

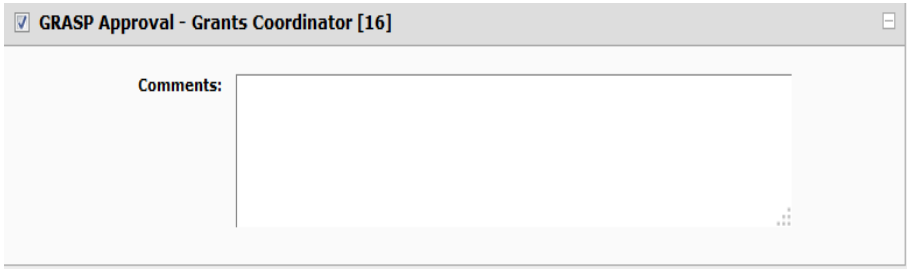
- Requestor to create a to-do for the Authorized Account Signer for approval
- Requestor to create a to-do for the P.I. and Budget Coordinator, if applicable
- After to-do is made, follow with an email from the event to anyone with a to-do, and let them know to go in and approve the task.





Step 3
Scheduler

- The Scheduler will select the Requirement Task "GRaSP Approval (16)" to be the final approval for the event
- Gwen Parnell will get task to approve:



- If a Resource needs to be added outside of Final Approval and approved budget:
  - 1. Resource must be added by Scheduler and approved by Service Provider
  - 2. An additional to-do may be made by the Requestor for the same Budget Coordinator or P.I. for the specific event, cost permitting. They will need to approve any additional costs from the added resource. Note in the to-do what items are being added.

Grant-funded Accounts

- As a Scheduler, be sure to check the *Fund #, Dept. ID & Project #* before adding GRaSP
  - Any grant-funded event should have Department ID: **D10730**
  - GRaSP office is responsible for Fund # beginning with: **SP or MT**
  - Any IRA fund with fund **#MSI01** must receive Dr. Wallace's approval and NOT GRaSP approval. Account Strings approved by Isabel Gonzalez and Cabinet Approval- AA(31) must be selected for Final Approval.
    - Contact Isabel Gonzalez for more information regarding the specific grant

Helpful Information

- Find descriptions of account strings here: http://www.csub.edu/bas/fiscal/accounting/COA/
- Find Chart of Accounts Training here:

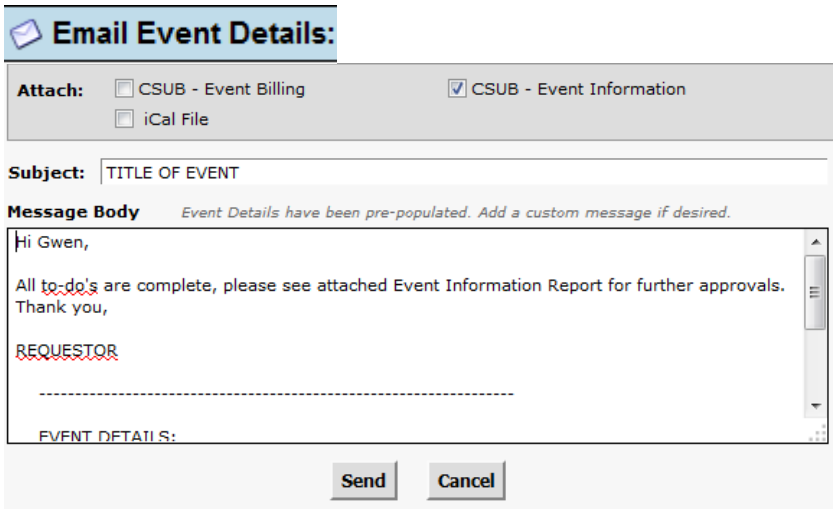
http://www.csub.edu/bas/fiscal/training_coa/chart_of_accounts_content.html

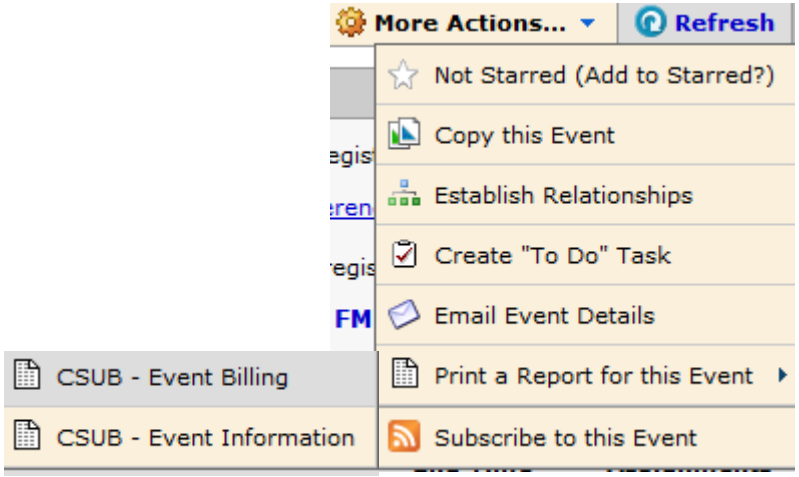
Step 4
Requestor/Scheduler

- Once the to-do(s) are "complete" by the Account Signer(s), the **Requestor** may print a copy of Event Information Report

1. **Requestor-** Email Gwen Parnell from the system to let her know the event is ready for review for final GRaSP approval. Be sure to attach Event Information Report in Email
   - GRaSP to add up to 2 additional approvals internally

2. **Scheduler-** Move event from Tentative to Confirmed once approved by GRaSP





Costs

- The “true cost” should be made known or Confirmed before GRaSP approvals are complete
  - The Scheduler is to email Gwen (gparnell@csub.edu) from the event in 25Live and attach the “Event Billing Report” after all necessary to-do’s are complete.

Additional Expenses

- 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 (ie: a resource cancelled/no longer needed), no approvals are needed.