**Attachment 4**

**Administration of Grants and Contracts**

**Addendum to Auxiliary Operating Agreement**

**Between Trustees of the California State University,**

**<University/Campus Name>**

**And**

**<Auxiliary Organization Name>**

This is an addendum to the Operating Agreement between the Trustees of the California State University (CSU) and <Auxiliary Organization Name> (Auxiliary) serving <University/Campus Name> (Campus), effective from July 1, 2016 through June 30, 2026, and authorizes the Auxiliary to perform the function “7. Externally Funded Projects Including Research, Workshops, Conferences and Institutes” as specified in 5 CCR (California Code of Regulations) 42500.

With this addendum, Campus designates Auxiliary as:

The primary Sponsored Program Administrator (SPA) for the Campus;

A SPA for specific types of grants and contracts for Auxiliary primary business purpose.[[1]](#footnote-1) *[Campus may include examples]*

Auxiliary will ensure that all proposals for external funding are reviewed by the President or designees to provide programmatic and fiscal written approval in accordance with CSU systemwide [Sponsored Programs Administration](https://calstate.policystat.com/policy/14459936/latest) policy (formerly EO 890).[[2]](#footnote-2)

Auxiliary, when acting as SPA, agrees to provide grant and contract administration services in compliance with all CSU (see [Sponsored Programs Administration](https://calstate.policystat.com/policy/14459936/latest) policy), Campus, and Auxiliary policies related to sponsored program administration, federal and state regulations, and funding agency (sponsor) regulations and guidelines.

***Approved:***

**<University/Campus Name>**

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<President's Name> Date

President

**<Auxiliary Organization Name>**

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<Authorized Auxiliary Rep> Date

<Title>

1. *For example: certain grants may be awarded to the associated students (AS) auxiliary that directly support AS programs; or a non-profit foundation may require the grant recipient to be qualified under a particular IRS code, such as 501(c)(3) or its subsections. In either case, the auxiliary accepting the grant may choose to enter into an agreement with the Campus primary SPA for more effective grant administration.* [↑](#footnote-ref-1)
2. *The Sponsored Programs Administration policy incorporates the relevant policy sections from EO890, including proposal review and approval requirements.* [↑](#footnote-ref-2)