Congratulations on your new award! The Office of Research & Sponsored Programs Grants is here to assist you with administering this project. The PI Orientation Guide is designed to cover key highlights of the regulations and requirements from the funding agencies.

If you would like to schedule a one-on-one training session please feel free to contact your Grants and Contracts Administrator (GCA) to set up a zoom or telephone meeting to review the specifics of your grant. This is an option for all PI's, Project Directors, or Project staff. If this is your first award it is a helpful overview of how to manage

1. Job Posting (2 week minimum)
2. HR e-mails resumes/applications to hiring manager, or their designee
3. Hiring Manager/Committee Interviews (applications must be received prior to interview)
4. Desired candidate is identified
5. Reference checks conducted by hiring Manager/Committee (minimum of three)
6. Verbal offer made contingent upon successful background check
7. Background Check *and Live Scanned (if required)*
8. Employment Status Form submitted to HR
9. Official start date determined
10. Offer Letter generated to new hire*
11. Payroll timesheets – submit according to pay schedule
    Prior to starting Employee must submit New Hire documents

Employment Status Form and New Hire documents submitted to HR

Background check (level 1 data) and/or Live Scan (work with minors/elderly),

Payroll timesheets – submit according to pay schedule

1. Employee comes to Research Foundation HR with the following documents prior to establishing a start date, as applicable:
   - New Hire documents
   - Completed Employment Status Form from project
   - HR has employee complete Foreign National Information Form (FNIF)
   - Foreign Passport
   - VISA
   - Approved 1-20 from CIE (F-1 Students)
   - 1-94 Form
   - Social Security Card (if no SSN, Research Foundation HR will provide a letter for employee to take to SSA to apply for SSN)
   - EAD Card (if applicable)
2. Employee and hiring department are notified employee is not cleared to start working.
3. Human Resources submits FNIF and document copies to A/P Tax Specialist for review.
4. A/P Tax Specialist reviews all documents and notifies HR/Payroll of Federal income tax withholding for employee.
5. Human Resources notifies employee and hiring department when employee may start working.

- Website: www.foundation.csulb.edu
- HR Forms: Found alphabetically on website under Forms/Human Resources Link: http://www.foundation.csulb.edu/forms/#HR
- Payroll Forms: Found alphabetically on website under Forms/Payroll. Link: http://www.foundation.csulb.edu/forms/#Payroll

The purchase of equipment must be handled through the Foundation's purchasing department via purchase orders. Equipment affected by property policies includes capitalized equipment with a cost per unit greater than $5,000. Once delivered, the equipment must be tagged and tracked through property.

Cost-sharing (or matching) is that portion of project expenses over and above what the funding agency provides. Cost-sharing can be in the form of cash or in-kind goods and services. Cash matching must be documented by actual expenditures being paid from a source other than the

If you will be conducting research abroad, you need to consider export control issues that will likely impact your research and travel. Examples of activities impacted by export control regulations include: direct export of a controlled item, access and/or use of a controlled item by a foreign national, travel to a restricted country, international and domestic collaborations, conversations involving controlled technology, and taking or shipping a controlled item out of the U.S., such as a laptop, etc.

Research with recombinant DNA (rDNA) is governed by the U.S. Department of Health and Human Services (NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules). Research project with rDNA should register with Institutional Biosafety Committee (IBC) to review/register.

CSULB Research projects involving the operation of UAS (Drones) are subject to Federal Aviation Administration (FAA) rules and regulations and must registration with CSULB Unmanned Aircraft System Evaluation Board (UASEB) to acquire prior approval.

Conflict of interest is disclosed at the time of proposal submission. Should any additional conflicts arise during the course of your project, che