



**The University Corporation**  
Research, Investments and Commercial Services  
California State University, Northridge

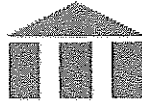
The University Corporation

## Delegation of Authority

Research and Sponsored Programs (RSP)

Authority in Post-Award office is delegated as follows:

Person	Type of Authority
<b>Crist Khachikian</b>	<ul style="list-style-type: none"><li>• Execute agreements with research and program sponsors on behalf of The University Corporation</li><li>• Represent TUC in communications with granting agencies</li></ul>
<b>Rick Evans</b>	<ul style="list-style-type: none"><li>• Approve expenditure requests</li></ul>
<b>Lih Wu</b>	<ul style="list-style-type: none"><li>• Approve expenditure requests, up to \$20,000 in travel, up to \$100,000 in other expenditure requests</li><li>• Sign all purchase orders</li></ul>
<b>Shiva Bahrami</b>	<ul style="list-style-type: none"><li>• Approve expenditure requests, up to \$5,000 in travel, up to \$70,000 in other expenditure requests</li></ul>
<b>Sheree Schragger</b>	<ul style="list-style-type: none"><li>• Execute any and all agreements with research and program sponsors on behalf of The University Corporation</li><li>• Represent TUC in communications with granting agencies and their auditors</li><li>• Approve budget revisions</li><li>• Represent TUC in communications and negotiations with cognizant agencies</li><li>• Verify expenditure request based on project budgets</li><li>• Write off costs to the sponsored programs reserve, up to \$35,000</li><li>• Set up and close out projects in TUC accounting</li><li>• Invoice granting agencies</li></ul>



**The University Corporation**  
Research, Investments and Commercial Services  
California State University, Northridge

	<ul style="list-style-type: none"><li>• Final approval of Journal Entries of RSP staff</li><li>• Certify Federal Financial Reports (FFR)</li><li>• Approve expenditure requests, up to \$50,000</li></ul>
<b>Grace Slavik</b>	<ul style="list-style-type: none"><li>• Verify expenditure requests based on project budgets</li><li>• Write off costs to the sponsored programs reserve, up to \$5,000</li><li>• Submit fiscal reports to granting agencies</li><li>• Represent TUC in communications with granting agencies regarding individual projects</li><li>• Set up and close out projects in TUC accounting</li><li>• Invoice granting agencies</li><li>• Draw down funds from payment management systems</li><li>• Submit Federal Cash Transaction Reports</li><li>• Apply for insurance coverage for project activities</li><li>• Approve budget revisions</li><li>• Certify Federal Financial Reports (FFR), if not the preparer of the report</li><li>• Final approval of Journal Entries of Post-Award Analyst</li><li>• Approve expenditure requests, up to \$25,000</li></ul>
<b>Michael Epping</b>	<ul style="list-style-type: none"><li>• Verify expenditure requests based on project budgets</li><li>• Write off costs to the sponsored programs reserve, up to \$500</li><li>• Submit fiscal reports to granting agencies</li></ul>



**The University Corporation**  
Research, Investments and Commercial Services  
California State University, Northridge

	<ul style="list-style-type: none"><li>• Represent TUC in communications with granting agencies regarding individual projects</li><li>• Set up and close out projects in TUC accounting</li><li>• Invoice granting agencies</li><li>• Draw down funds from payment management systems</li><li>• Submit Federal Cash Transaction Reports</li><li>• Apply for insurance coverage for project activities</li><li>• Approve budget revisions</li><li>• Approve expenditure requests, up to \$10,000</li></ul>
<b>Leslie Zazueta</b>	<ul style="list-style-type: none"><li>• Verify expenditure requests based on project budgets</li><li>• Write off costs to the sponsored programs reserve, up to \$500</li><li>• Submit fiscal reports to granting agencies</li><li>• Represent TUC in communications with granting agencies regarding individual projects</li><li>• Set up and close out projects in TUC accounting</li><li>• Invoice granting agencies</li><li>• Draw down funds from payment management systems</li><li>• Submit Federal Cash Transaction Reports</li><li>• Apply for insurance coverage for project activities</li><li>• Approve budget revisions</li><li>• Approve expenditure requests, up to \$10,000</li></ul>
<b>Philia Militante</b>	<ul style="list-style-type: none"><li>• Verify expenditure requests based on project budgets</li></ul>



**The University Corporation**  
Research, Investments and Commercial Services  
California State University, Northridge



	<ul style="list-style-type: none"><li>• Write off costs to the sponsored programs reserve, up to \$500</li><li>• Submit fiscal reports to granting agencies</li><li>• Represent TUC in communications with granting agencies regarding individual projects</li><li>• Set up and close out projects in TUC accounting</li><li>• Invoice granting agencies</li><li>• Draw down funds from payment management systems</li><li>• Submit Federal Cash Transaction Reports</li><li>• Apply for insurance coverage for project activities</li><li>• Approve budget revisions</li><li>• Approve expenditure requests, up to \$10,000</li></ul>
<b>Shanell Moreno</b>	<ul style="list-style-type: none"><li>• Verify expenditure requests based on project budgets</li><li>• Write off costs to the sponsored programs reserve, up to \$500</li><li>• Submit fiscal reports to granting agencies</li><li>• Represent TUC in communications with granting agencies regarding individual projects</li><li>• Set up and close out projects in TUC accounting</li><li>• Invoice granting agencies</li><li>• Draw down funds from payment management systems</li><li>• Submit Federal Cash Transaction Reports</li><li>• Apply for insurance coverage for project activities</li><li>• Approve budget revisions</li></ul>



**The University Corporation**  
Research, Investments and Commercial Services  
California State University, Northridge

	<ul style="list-style-type: none"><li>• Approve expenditure requests, up to \$10,000</li></ul>
<b>Mahyar Sadri</b>	<ul style="list-style-type: none"><li>• Verify expenditure requests based on project budgets</li><li>• Write off costs to the sponsored programs reserve, up to \$500</li><li>• Submit fiscal reports to granting agencies</li><li>• Represent TUC in communications with granting agencies regarding individual projects</li><li>• Set up and close out projects in TUC accounting</li><li>• Invoice granting agencies</li><li>• Draw down funds from payment management systems</li><li>• Submit Federal Cash Transaction Reports</li><li>• Apply for insurance coverage for project activities</li></ul>
<b>Liz Zambrano</b>	<ul style="list-style-type: none"><li>• Submission of travel authorizations and expense claims</li></ul>

Approved:

August 1, 2018



\_\_\_\_\_  
Rick Evans, Executive Director