

May 29, 2002

TO: Ron Andersen, Chair, Health Services
William Cumberland, Chair, Biostatistics
Roger Detels, Chair, Epidemiology
Curtis Eckhert, Chair, Environmental Health Sciences
Gail Harrison, Chair, Community Health Sciences
E. Richard Brown, Director, Center for Health Policy Research
Patricia Ganz, Director, Division of Cancer Prevention and Control Research

FROM: Dr. Linda Rosenstock, Dean
Dr. Roshan Bastani, Associate Dean for Research

RE: Extramural Funds –Request for Authorization to Spend Prior to Receipt of an Award (RAS) & Overdrafts

As we have agreed, we are making some changes in how overdrafts and Request for Authorization to Spend Funds Prior to Receipt of an Award (RAS/ERAS) on extramural funds are handled.

Effective immediately, the Department Chairs, Director of the Center for Health Policy Research, and Director of Cancer Prevention and Control Research will assume responsibility for authorizing RAS and ERAS, for their faculty/members. This means that they will also be accepting liability if the funds to cover advance spending are not eventually awarded or recovered by the principal investigator. UCLA policy regarding approval of RAS and ERAS is located at http://www.adminvc.ucla.edu/appm/_entry_900.html.

Also effective immediately, the Dean's office will no longer accept responsibility or liability for overdrafts on extramural funds. Department Chairs and Center Directors (noted above) will be responsible for ensuring that there are no overdrafts, and for providing other funding sources with which the overdrafts can be cleared. UCLA policy regarding the responsibility of the Principal Investigator and the Department Chair is located at <http://www.ucop.edu/raohome/cgmanual/chap06.html#6-440>.

Of course, as per University policy, the principal investigator is the primary individual who must assume responsibility for financial management of his/her extramural accounts including bearing responsibility for any overdrafts.

To assist Chairs and Center Directors in working with principal investigators on these issues, we have developed a set of forms that may be used to clearly identify the party that is assuming fiscal responsibility.