

## Mayo, David J.

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**From:** Mayo, David J.  
**Sent:** Monday, November 1, 2021 5:11 PM  
**To:** Abramyan, Alexander (Alex); Albertson, Pamela S.; Aradhya, Shruthi; Argumaniz, Angie; Athey, Rochelle; Ayala, Elizabeth M.; Baker-Gatchalian, Kimberly; Banks, Ishaminah L. (Minah); Boladian, Aleen A.; Bonilla, Erick F.; Brennan, Victoria (Vicky); Brodnax, Kourtney J.; Brown, Bonita K. (Bo); Bubash, Kathy; Carlson, Cynthia L. (Cynthia); Chittum, Jeri; Chow, Annie J. (Annie); Colombo, Regina; Creger, Maria A. (Alicia); Curtis, Scott D.; Dang, Tuyen T.; DeWitt, Patricia; Ekmekjian, Dolores (Loly); Epalle, Marionne L.; Finigan, Kathryn (Kate); Fisher-Adams, Grace C.; Fong, Winnie; Fowler, Marcy; Gamboa, Cecilia A.; Garcia, Erika F.; Garlock, Elyse; Geard, Catherine; George, Collette; Gonzalez, Yesenia; Grant, Yvette; Hansen, Hannah M.; He, Amanda H.; Hepworth, Martha; Hoyt, Margot A.; Hsu, Helen E.; Hsu, Tasha; Katsikakis, Haralabos T. (Tom); Kenaaina, Gabriella; Kirk, Melinda A.; Leonardo, Jo; Lester, Sandra K.; Limbert, Lauren K.; Lin, Ling Y.; Loisel, Ruth; Luymes, Annette; Mancuso, Gina (Gina); Marr, Stephen I.; Martinez, Ruth C.; Mateo, Jaymie L.; McClain, Judy; McLean, Priscilla; Miranda, Michael; Mojahedi, Donna; Nakashima, Cheryl; Nalamwar, Nilam; Navarrete, Debra R. (Debbie); Nelson, Dimity; Nicholson, Tyler; Nielsen, Stefany A.; O'Connor, Ryan T.; Oracion, Karl; Oshima, Nora J.; Papadantonakis, Kimberly M.; Paradise, Nancy E.; Petty, Stephanie; Powell, Susan Diane; Rivera-Dotson, Leilani L.; Robles, Rosalba (Rosa); Rodriguez, Raquel A.; Rodriguez-Avina, Jury E. (Yuri); Roth-Rappard, Nancy; Salcedo, Martha E.; Schoen, Julie; Scott, Linda L.; Scoville, Stacey L.; Seymour, Lynn R.; Sheffer, Kaylee M.; Sikora, Mary; Silberstein, Carol S.; Sosnowski, Carol Ann; Steele, Heather G.; Steenberg, Marlene; Stoll, Sheri K.; Suarez, Lydia; Sullivan, Anne M.; Sullivan, Joan O.; Ta, Marcella; Taweessup, Patama; Terrones, Ulrika; Torres, Alvin A.; Trimmer, Trudy (Trudy); Vasquez, Emi Y.; Wang, Yuh sien; Warren, David P. (David); Weed, Sherri; Westcott, Samantha J. (Sam); Wong, Ian C.; Wong, Kevin; Yamashita, Shannon; Younger, Candace A.; Zhang, Ashlee  
**Cc:** Rodriguez-Avina, Jury E. (Yuri); Scoville, Stacey L.; Colombo, Regina; Sponsored Research Dept  
**Subject:** Caltech Proposals/Awards that pass-through more than 50% funding to JPL  
**Attachments:** Sponsored Research Proposals 50%+ of Direct costs to JPL (10-28-2021).doc

Dear Grant Management Personnel:

You may be familiar with the long-standing requirement for Provost's Office approval of each Caltech proposal/award where more than 50% of the funds awarded to Caltech will be passed through to JPL. In order to facilitate obtaining that approval, the Provost's Office has drafted a memo template for Divisions to use when submitting their approval requests.

Please note the following:

- 1) The memo must be signed by the Division Chair before submission to the Provost's Office.
- 2) Approval of the request will be represented by the Provost's signature on the memo.
- 3) The memo should be approved prior OSR submission of a proposal that exceeds the threshold.
- 4) The Provost's office has clarified that the 50% threshold is based on direct costs, not total costs.

If you have questions about this process, please feel free to contact Jury Rodriguez-Avina or Regina Colombo. The memo template will be posted to the Sponsored Research website.

Thanks,

David

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