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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