Instructions for Paying for a Faculty Member at another CSU Campus

1. The CSUEB PI (or their staff) should submit an ORSP Purchase Request Form

   An Adobe Sign Webform is located on the ORSP Forms Library. The initiator will add the PI's email to route the form, and then it will automatically be routed to ORSP Approver(s).

2. The PI should communicate to the other CSU Faculty member (person to be paid) to confirm payment details with their grants office. Determine the total payment for # of hours of work, including fringe benefit and other costs, as well as confirm the start and end dates of their work. Inform them whether or not indirect costs are allowed on this grant.

3. CSUEB PI or their grant staff can begin filling out the Faculty Engagement Form, including the grant chartfield at the bottom. Have the other CSU Faculty member complete the remaining information needed and collect signatures from their department chair and dean. The university should retain a copy for their own records.

   Return the signed form to: orsp@csueastbay.edu
   ORSP can confirm the CSUEB IFT Contact once this form is finalized.

4. Once form is approved and final costs are confirmed, the other campus (of the person to be paid) will pay the faculty member directly via their own campus process.

5. The university (of the person to be paid) should send the following to their Accounting department and request reimbursement via the Interagency Financial Transaction (IFT) process to CSUEB's IFT contact.

   * Approved faculty engagement form

   * All related payment and cost documentation

May 28, 2025