eSF-I Delegation of Authority Presentation
eSF-1

Question #1

Is it preferred to use the new eSF-1 for initiating a New Hire Request?
Yes! Effective January 1, 2015, all New Hire Requests SF-1s must be submitted via the eSF-1.

However, in some cases Hard-Copy SF-1s will need to be processed. (ex. Funding received from other schools)
Question #2

Can HR or Fiscal correct entries made on the eSF-1 once all approvals have been completed online?
Answer #2

No! For all errors submitted via the eSF-1, HR & Fiscal can only Disapprove the eSF-1 action for Correction and Resubmission.
Question #3

How does the Delegation Process work if my Chair goes to a conference?
Answer #3

- A Delegate can approve according to the Chair’s delegation.
Chair Lozanoff
Delegates Chair
Signature Authority to Assoc. Professor Matsui

Chair Lozanoff

Assoc Prof Matsui

ASSOC PROF MATSUI
Another Question For you Jeff!

Will Chair Lozanoff’s Delegate be able to approve as the Principal Investigator (PI) for all PI’s who report to my Chair?

Yes! Individual Principal Investigators (PI’s) can delegate their authority to another individual, and the Chair Delegate can also approve as PI.