

| | |
|---|-------------------------------|
| DOCUMENT SOURCE | |
| Lawrence Berkeley Laboratory Archives and Records Office | |
| Records Series Title | R+D ADMIN FILES OF ADMIN 1952 |
| Accession No. | 434 RD 0309 |
| File Code No. | 16-9-22 |
| Carton No. | 2 |
| Folder No. | HISTORICAL - DONNER LAB |
| Notes | MED PHYSICS - BIOPHYSICS |
| Found By | M. HONER |
| Date | 12/16/87 |

724770

Office of the Chancellor
Berkeley Campus
January 5, 1953

TO CHAIRMEN OF DEPARTMENTS AND ADMINISTRATIVE OFFICERS, BERKELEY CAMPUS:

Subject: Applications for grants-in-aid and research contracts,
including renewals or extensions.

Applications originating from departments, schools, colleges or other administrative units under the jurisdiction of the Chancellor (Reference: Chancellor to Deans et al, Berkeley, October 27, 1952 are to be addressed to the Office of the Chancellor, 3335 Dwinelle Hall.

Applications should be submitted at the earliest possible date because, under existing policies of The Regents and the President, applications must be properly processed by campus officers, i. e., Business Manager, Dean of the Graduate Division, Chancellor -- prior to forwarding to statewide officers (References: UR#4, UR#26, President to Chairmen of Departments and Administrative Officers, December 4, 1950). Excepting instructional contracts with agencies of the United States government, proposals for grants-in-aid and research contracts require approval by The Regents at their monthly meeting, and must be submitted to the members of the Board in advance. Therefore, to allow time for review by statewide officers and for advance submission to The Regents, applications, properly processed at the campus level, must be forwarded to the President's Office two weeks in advance of the monthly Regents' meeting. The dates of these meetings for 1953 are:

January 30
February 27
March 27
April 24
May 22
June 26
July 24
August 28
September 25
October 23
November 20
December 18

In any event, however, applications should be submitted as far in advance as possible to assure a continuous flow. If there is any deadline for receipt by the fund granting agency, ample time allowance should be made by the department in submitting the application, and the deadline should be indicated clearly thereon.

Clark Kerr

1172619