Principal Investigators Meeting
March 19, 2019

1. Introductions
2. Week of Scholarship
3. Faculty Support Grants
4. STEM Net Faculty Seed Grants
5. NEH Summer Stipend Program
6. Faculty Workload Pilot - information item
7. Cayuse
8. Hospitality Policy
9. Research Participant Incentives
10. Important Reminders
11. Center for Student Research and Student Competition
12. Open Forum
Week of Scholarship April 15-19, 2019

ORSP Open House  Monday April 15 3:00-5:00  SF 302

Faculty Research Symposium and Faculty Awards  Tuesday April 16  UU MPR
  • Faculty Awards  Noon-1:00
  • Faculty Poster Session and Reception 1:00-3:00

Student Research Symposium  Wednesday April 17 9:00-2:00  UU MPR

PIVOT Workshop  Thursday April 18 1:00-2:30  SF 328
Faculty Support Grants

Purpose: Seed grant to promote the development of new or expanded research, scholarship and creative activities.
Eligibility: Unit 3 faculty
Available Funds: $377,000
Maximum Request: $7,000
Due date: 4:30 p.m. April 10, 2019 – strictly enforced
Award Period: July 1, 2019-June 30, 2020

A successful proposal will identify a product that directly results from the grant that is achievable and significant. Examples include:
• Peer-reviewed publication
• Grant proposal to an external sponsor
• Juried competition

Detailed information including the RFP and proposal templates are available on InfoReady.

FSG Workshops:
• Thursday March 21 Noon-1:00 SF 328
• Wednesday March 27 Noon-1:00 SF 328

Open help sessions in ORSP
STEM Net Faculty Seed Grants

STEM Net is a new CSU affinity group to foster the implementation of global best practices for our students and faculty in pedagogy, learning, and research related to STEM fields within the CSU system.

Two types of grants available:
- Single investigator grants up to $20,000
- Multiple investigator grants up to $50,000

Eligibility:
- TT faculty eligible for NSF and other similar federal grants
- Funding is to launch new projects and is not intended to be used to supplement ongoing funding programs
- The new research/scholarship will advance STEM education and/or research

Deliverable: external grant application by 6/20/20

4 page proposal due to ORSP by Noon, April 8.

Provost may nominate only one proposal to STEM Net.
NEH Summer Stipends 2020

National Endowment for the Humanities Summer Stipend Program provides support for individuals pursuing research that is of value to humanities scholars, general audiences, or both.

Application documents available May 15, 2019
Application due date: September 25, 2019
Maximum award: $6000 for up to 2 months
Expected product: book, article, digital material, etc.

Each campus may submit only 2 applications. Preliminary proposals will be submitted to ORSP in InfoReady.
Faculty Workload Pilot Program

The pilot program for release time for probationary faculty has been revised for 2019-20. See 3/5 AA newsletter.

Colleges will develop standards to determine eligibility due to funding constraints.

Eligibility
- Tenure-track faculty member in years 3-6.
- Faculty assigned a direct instructional load of 6 WTU minimum per term (reduction from 9 WTU).

Questions about the pilot program should be directed to Assoc. Provost Rafael Hernandez.
Cayuse

In the next year, ORSP will be moving to an online research administration platform. This will provide ORSP with a secure, cloud-based platform for pre award, post award, and compliance. Implementation begins March 1 and may take up to 8 months to fully deploy.

• IRB module – IRB research protocols submitted, reviewed, approved and maintained online

• 424 module – system-to-system platform for submitting federal proposals. Should make submission of federal proposals easier and more efficient.

• SP module – record system for the CSUEB’s research portfolio. This will permit us to more easily manage grants.
Hospitality Policy (rev 9/14/18)

What is Hospitality?
Expenses that are necessary, appropriate to the occasion, reasonable in amount, and serve a purpose consistent with the mission and fiduciary responsibilities of the CSU.

- Expenses that relate to an official CSU Business event
- Activities that promote the CSU to the public
- When an employee acts as an official host:
  - Occasion must serve a clear business purpose
  - No personal benefit derived by the host or other employees
- The Approving Authority must evaluate the importance of the event in terms of costs, and benefits to be derived from such an expense
Hospitality Policy (rev 9/14/18)

What do hospitality expenditures include?

- Food
- Awards, Prizes, Cash Equivalents

For grants, expenditures are subject to sponsor and/or federal requirements (cash equivalents not to exceed $25/recipient, per event)

Items/gift cards must be stored securely and an ongoing inventory of issuance and distribution maintained, subject to audit
Hospitality Policy (rev 9/14/18)

**Key Items to Note:**

- Expenditure must have prior approval following the established delegation of authority.

- Requests for vendor payment, expense reimbursement, pcard, etc. must include:
  - Descriptions of the business need
  - Descriptions of the use of purchases
  - Number of participants
  - Names and roles of participants (Required for CSUEB employees; For non-CSUEB employees, to the extent a listing is reasonable/possible).

- Reporting Requirements include names, amount, chartfield info, and NetID and Acknowledgement of Receipt forms for student payments

- For grant-related research incentives, ORSP policy applies
Research Participant Incentives

Nominal payments to individuals participating as human subjects in research projects to motivate their participation

- Requires IRB approval
- Optional payments; Investigators are not required to pay participants
- Not allowable for the exchange of services (wages/salaries)
- Not in lieu of stipends/scholarships (due to Financial Aid reporting issues)
- Requires prior approval from ORSP

CSUEB Student Research Participants

- CSUEB student participants will receive University Student Account Credits
- Value of each incentive is between $5 and $25
- For any amount, each student recipient will submit a completed and signed Acknowledgement of Receipt Form
Research Participant Incentives

Non-CSUEB Students/Non-CSU Employees:

- Incentive payments can be in the form of Gift Cards
- Each typically valued between $5 and $25
- Purchased via PCard or reimbursement process
- Stored in a secure location (e.g., locked drawer or safe)
- PI required to maintain an ongoing inventory of issuance and distribution tracking, subject to audit
- For any amount, payment Distribution Form submitted to ORSP (or printout if gift cards were distributed electronically)
- If individual payments exceed $25/each, completed Acknowledgement of Receipt Form for each participant to be submitted
Research Participant Incentives

- Research Incentive Payment Request Form
- Acknowledgement of Receipt Form
- Research Incentive Payment Distribution Form (pdf) (excel file)
- Student Account Upload Template (excel file)
Research Participant Incentives

ORSP Guidance posted on our website

Step by Step Instructions

**Step 1.** PI submits an [ORSP Research Incentive Payment Request Form](#)

**Step 2.** ORSP reviews/approves and confirms the PI may proceed with the Research Incentive program

**Step 3.**

**For CSUEB Student Participants:**
- a. PI distributes/collects [Acknowledgement of Receipt Form](#)
- b. PI prepares Student Accounts upload template (excel) - student name, net id, dollar amount, account code, chartfield info

**For Non CSU Participants:**
- a. PI purchases gift cards via PCard or via reimbursement process;
- b. PI distributes/collects Acknowledgement form for any Non-CSU receiving gift card valued over $25
- c. PI prints/collects signatures on [Payment Distribution Form](#)
Research Participant Incentives

Step 4.
**CSUEB Student Participants:** All must complete and sign the Acknowledgement forms
**Non CSU Participants:** Must sign the Payment Distribution form (unless gift cards distributed electronically), and complete and sign the Acknowledgement form if payment exceeds $25

Step 5.
**CSUEB Student Participants:** PI submits Student Accounts Upload template and Acknowledgement forms to ORSP
**Non CSU Participants:** PI submits signed Payment Distribution form (or printout of electronic distribution), and Acknowledgement forms (for gift cards over $25)

Step 6.
a. ORSP to submit signed forms to Accounting and maintain copies on file.
b. ORSP to submit Student Accounts Upload template to Student Finance Office for the current term of payment for CSUEB Student Participants.
Research Participant Incentives

- Payments are subject to taxability / IRS Reporting. Payment recipients should consult a tax professional who is proficient with taxation for assistance with tax questions.

- For CSUEB students, any resource received during the school year (other than employment earnings), must be reported to the Financial Aid office to ensure compliance with financial aid regulations. Any kind of direct payment or benefit to a student must be reported.
Reminder:

Plan on submitting a proposal? Does a collaborator want to issue you a subaward?

First step in contacting ORSP is completing the Intent to Submit Form. This helps provide ORSP answers to our most common questions while minimizing the amount of emails sent. Form asks about:

- Link to funding announcement
- IRB / IACUC
- Title of project
- Project dates
- Project idea
- Entity of collaborators
- PI’s name
- Subawards involved?
- Proposal deadline
Faculty assigned time and additional compensation request forms need to be submitted to be processed. Links to these forms are posted on our forms library website and also as links in your monthly financial statements that are sent to you.
Travel Reimbursement form update:

- 2018 mileage rate is 0.545
- 2019 mileage rate is 0.580
Year-end Reminders:

Year-end reminder (for requisitions that need to be processed on or around June, 2019): Transactions or requests received by the cut-off dates should allow for normal processing times and inclusion within the current fiscal year. Items received after the due dates will be processed as time permits.

- Submit transactions or payment requests to ORSP by May 31, 2019:
  - Procurement will begin closing all current fiscal year (FY18-19) blanket POs by June 7, 2019.
  - New requisitions received after June 7 will be dated for the new fiscal year.
  - For guaranteed processing, submit final expenditure transfers, budget transfers and payroll adjustment requests.
Center for Student Research Announcements

CSU Statewide Student Research Competition

- We are hosting in 2020
- Need judges so please contact us with any ideas or connections
- Plan to have possible CSU department side events or gatherings

CSR Application Deadlines

- Early Bird for return Scholars April 18 to June 1
- 1st round June 2 to July 31
- 2nd round Aug. 1 to 15
- 3rd & final round Aug. 16-31
- FINAL DEADLINE OF AUGUST 31, 2019