

CSUEB Office of Research & Sponsored Programs Faculty Support Grants – Award Administration Guide

This is a reference guide for recipients of Faculty Support Grants. Additional information about applicable policies and procedures governing grant-related work at CSUEB are available in the [PI Manual](#) and the [policy library](#) on the ORSP website.

PURPOSE OF GRANTS These awards are intended as “seed grants” to promote the development of new or expanded research, scholarship, and creative activities (RSCA) by faculty.

AWARD GUIDELINES

- Award Period is from the award date (normally July 1) to June 30 of the following year
- Funds must be expended by June 30; no carryover permitted (note that Accounting/Procurement have processing deadlines in May/June to prepare for year end closeout)
- Students must be properly hired before working
- Faculty & student travel must be pre-approved
- Spending activity must follow university processes and procedures

PRODUCTS AND EXPECTATIONS INCLUDE:

- Progress report(s) submitted in InfoReady using the template provided
- Description of products that are the direct result of the grant, including:
 - Publications, presentations, exhibitions or performances
 - Proposal to an external funder to support further work
- Participation in the poster session at the Faculty Research Symposium held in the Spring during the award period.
- Serve as a reviewer on future faculty support grant competitions
- Acknowledge support from the FSG program in presentations/publications

SPECIFIC PROCESSES

Faculty release time:

- Faculty must coordinate their release time with their Chair and/or Dean, and confirm with ORSP which semester they plan to take the release time.
- ORSP will route a “Faculty Release Time Form” via AdobeSign to secure approvals from the PI, Chair, Dean, and ORSP.

Conflict of interest:

- Conflict of interest training will need to be completed. A link to the CSU training module will be emailed to you
- ORSP will send a conflict of interest form for you to complete and return (via AdobeSign)

Human Subjects Approval:

- Funding of research projects dealing with human subjects must be approved by the Institutional Review Board (IRB) before work begins
- Compliance procedures are available here:
<http://www.csueastbay.edu/orsp/compliance/irb/index.html>
- Contact: anne.wing@csueastbay.edu, SF302, ext. 5-4212

Animal Subjects Approvals:

- Projects involving research or observation of vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) before work begins.
- Compliance procedures are available here:
<http://www.csueastbay.edu/orsp/compliance/iacuc/index.html>
- Contact: cameron.ryczek@csueastbay.edu, North Sci 131, ext. 5-3868

Biosafety approvals:

- Projects involving recombinant DNA molecules or use of biohazardous materials must be approved by the Institutional Biosafety Committee (IBC) before work begins.
- Contact Lyanh Luu, Director of Environmental Health and Safety, at
lyanh.luu@csueastbay.edu or ext. 5-4138

Travel procedures:

- Travel only for accomplishing scope of project is permitted
- Faculty and students must obtain approval via the travel authorization form prior to travel
- International travel is subject to additional requirements
- Be aware of banned states on state-funded and state-sponsored travel:
<https://oag.ca.gov/ab1887>
- Please note the University is using a new travel management system (CERTIFY): <http://www.csueastbay.edu/travel/resources.html>
- [More information on travel policies and procedures is available at](https://www.csueastbay.edu/travel/)
<https://www.csueastbay.edu/travel/>

Hiring students:

- As soon as possible, please instruct students to contact anne.wing@csueastbay.edu who will assist with the hiring process
- Faculty should consult the student assistant employment guide for more information:
<https://www.csueastbay.edu/payroll/files/docs/csueb-student-asst-employment-guide-03-17.pdf>
- To see the current student hourly pay rates, download a copy of the “Student Employment Action Form (SEAF)” and refer to the rates listed under the “Student Assistant Salary Levels” section: <https://www.csueastbay.edu/payroll/forms.html>
- \$2,000 max on budget is allowed for student assistants

- Once hired, students will enter hours online; Anne Wing will coordinate obtaining your approval of hours submitted by the students

Computer Purchases/ Equipment/ Supplies/ Duplicating:

- For computer, equipment, supply purchases, please complete our purchase request form: <https://www.csueastbay.edu/orsp/files/docs/forms/purchase-request-form.pdf>
Anne Wing will assist with ordering these items for you.
- ICT approval is required prior to purchasing information and communication technology. See <https://www.csueastbay.edu/ict/index.html>
- For duplicating projects, an online duplicating order form is available: <https://www.csueastbay.edu/procurement/duplicating-services/index.html>
Please contact Anne if you have questions
- Refer to the ORSP Forms Page for additional forms that may be needed to process your purchases: <https://www.csueastbay.edu/orsp/compliance/forms.html>

Tracking Expenses:

- Chartfield strings will be provided and should be listed on all forms submitted for this grant
- An Excel template will be provided to you to help with tracking expenses
- Contact Anne Wing for questions about your grant balance
- Please do not wait until the last month to spend your grant

ORSP is here to help! Contact us:
- anne.wing@csueastbay.edu
- jennifer.cabrejas@csueastbay.edu

Congratulations on your award!