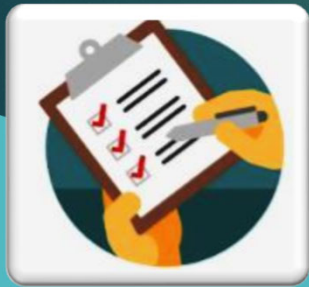


The background is a dark teal color. It features several abstract shapes: a large teal circle on the left, a smaller teal circle at the top right, a red vertical rectangle at the top right, a large teal circle on the right side, and a small teal circle at the bottom right.

# Faculty Research, Scholarship, and Creative Activity (RSCA) Grant Program

2023-24 NEW AWARD ORIENTATION

# Agenda



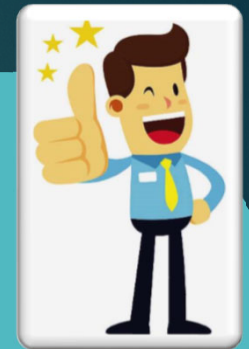
- ▶ Purpose of Grant Program
- ▶ Guidelines and Expectations
- ▶ Specific Processes
- ▶ Tracking expenses
- ▶ Timeline

# Purpose of Grants

- ▶ This internal grant is an Important source of funding for the development of new or expanded RSCA appropriate to the faculty's discipline and/or in furtherance of the university's mission.
- ▶ This grant is Intended to help faculty gain tenure and promotion, remain engaged in their disciplines, and to contribute new knowledge in all its forms to their disciplines and/or across disciplines.
- ▶ All funded proposals must include specification of a major product—for example, a peer-reviewed journal article, submission of a grant proposal to an external sponsor, a public performance and/or juried competition—that is intended to result from the project, and proposals will be evaluated based on the potential impact and likelihood of producing the major product.

# Award Guidelines & Expectations

- ▶ Award Amount: 2023–24 RSCA Support Grant awards may not exceed \$10,000; all inclusive. All funds must be spent during the funding period; no extensions beyond the funding period are allowed.
- ▶ Funding Period: The funding period for 2023–24 Faculty RSCA Support Grant awards is for July 1, 2023, to June 30, 2024 (FY 2023-24).
- ▶ Funding Purpose: Faculty may request funding for a variety of purposes including but not limited to the purchase of equipment, supplies including consumables, software, duplication services; to pay students for research support; incentives for research participants; and faculty reassigned time.



# Award Guidelines & Expectations

- ▶ All funds must be spent in compliance with university policy, processes, and procedures, as well as any other relevant policies or regulations, including those specified in the 2023-24 RSCA Support Grant Call for Proposals.

Faculty are encouraged to reach out to ORSP if they have any questions or concerns.

- ▶ Acknowledge support in presentations/ publications

Sample TEXT: *“Support for this project was provided by a 2023-24 Research, Scholarship, and Creative Activity (RSCA) Grant Program”*

- ▶ Submit Reports 6 mo, 12 mo, and 18 mo. Elements from your reports may be highlighted on the ORSP website

# Reporting

- ▶ Recipients of awards must report the results of the work supported by this program.
- ▶ The Chancellor's Office requires progress reports due on December 31, 2023, June 30, 2024, and December 31, 2024. Deadlines are specified in InfoReady. By accepting an award, faculty commit to meeting all reporting deadlines.

The report template will be available in and submission via InfoReady.

- ▶ Elements to include (not limited to): publication or expectation of publication, exhibition or performance, analysis of the impact of the project on specific courses or curricula, a description of the nature and extent of student involvement in the project, the likely effect of applying for external funding to support further work.

# Specific Processes



# Faculty Assigned Time:

- ▶ Complete the Faculty Assigned time request form By 7/31/23:

<https://www.csueastbay.edu/orsp/compliance/forms.html>

- ▶ Contact: [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu); 510-885-4212



# Research participant incentives

- ▶ Used for incentive payments for research participants; included in the approved Institutional Review Board (IRB) protocol.
- ▶ Nominal payments of \$25 each or less.
- ▶ Purchase through department p-card.
- ▶ E-gift cards are recommended.
- ▶ Submit request 1 month prior to research.

<https://www.csueastbay.edu/orsp/compliance/policy/index.html>

Contact: [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu); 510-885-4212

# Conflict of Interest (COI)

- ▶ Please complete the COI Disclosure form via Cayuse:  
<https://csueastbay.app.cayuse.com/profile/#disclosures>
- ▶ Contact: [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu); 510-885-4212

# Human Subjects Approvals:

- ▶ Funding of research projects dealing with human subjects must be approved by the Institutional Review Board (IRB). Compliance procedures are available here:

<http://www.csueastbay.edu/orsp/compliance/irb/index.html>

- ▶ Contact Tina Avilla: [christine.avilla@csueastbay.edu](mailto:christine.avilla@csueastbay.edu);  
[510-885-4476](tel:510-885-4476)

# Animal Subjects Approvals:

- ▶ Projects utilizing vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Compliance procedures are available here:  
<http://www.csueastbay.edu/orsp/compliance/iacuc/index.html>
- ▶ Contact Tina Avilla: [christine.avilla@csueastbay.edu](mailto:christine.avilla@csueastbay.edu);  
[510-885-4476](tel:510-885-4476)

# Biosafety Approvals:

- ▶ Projects involving recombinant DNA molecules or use of biohazardous materials must be approved by the Institutional Biosafety Committee (IBC)
- ▶ Contact Lyanh Luu, Director of Environmental Health and Safety, at [lyanh.luu@csueastbay.edu](mailto:lyanh.luu@csueastbay.edu); 510-885-4138

# Travel Procedures

- ▶ Travel only for accomplishing scope of project
- ▶ Faculty and students must obtain approval via the [travel authorization form](#) prior to travel.
- ▶ APPROVALS NEED TO BE OBTAINED FROM TRAVELER (PI), CHAIR, DEAN, ORSP. Please submit 60 days prior to travel.
- ▶ The Provost and President are required to sign authorizations for any international travel. Please submit 60 days or earlier prior to travel.
- ▶ Certain countries may also need Chancellor's Office approval. Please submit 90 days or earlier prior to travel.

# Travel Procedures (Continued)

- ▶ In the VP approval box in the authorization form, please provide a complete justification for why the travel is necessary
- ▶ Be aware of banned states on state-funded and state-sponsored travel
  - State of CA Website: <https://oag.ca.gov/ab1887>
  - List of States on FAQs: <https://oag.ca.gov/ab1887/faqs#collapseEight>
- ▶ Certify is the current travel management system: <http://www.csueastbay.edu/travel/resources.html>

Contact Anne Wing: [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu); 510-885-4212

# Hiring students

- ▶ As soon as possible, please instruct students to contact [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu) who will assist with the hiring process. Students should be hired and start work no later than Mon, April 1, 2024.
- ▶ Faculty should consult the student assistant employment guide for more information:  
<http://www.csueastbay.edu/payroll/files/docs/csueb-student-asst-employment-guide-03-17.pdf>
- ▶ Contact Anne for current student hourly rates  
Min: \$15.50/hr; Max: \$23.25/hr
- ▶ Once hired, students will enter hours online; Anne Wing will coordinate obtaining your approval.
- ▶ Contact: [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu); 510-885-4212



# Computer purchases/ equipment/ supplies/ duplicating

- ▶ For computer, software, equipment, please complete our purchase request form and submit to Anne Wing (anne.wing@csueastbay.edu) by Mon, Oct 2, 2023  
<http://www.csueastbay.edu/orsp/files/docs/forms/purchase-request-form.pdf>
- ▶ Information and Communication Technology (ICT) Purchases need to have an ICT review request submitted and approved: <https://www.csueastbay.edu/ict/>

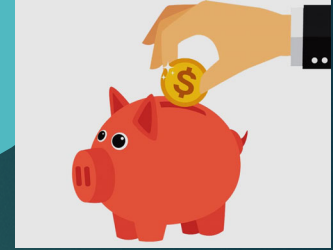
# Computer purchases/ equipment/ supplies/ duplicating (continued)

- ▶ For other types of purchases (including p-card purchases, service agreements, etc.), submit by April 1, 2024
- ▶ All invoices must be submitted by Fri, May 31, 2024
- ▶ For duplicating projects, an online duplicating order form is available:

<http://www.csueastbay.edu/procurement/duplicating-services/index.html>

- ▶ Contact: [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu); 510-885-4212

# Tracking Expenses



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

# Template for Tracking



|    | A  | B                 | C              | D                       | E             | F             | G             | H                | I              |
|----|--|-------------------|----------------|-------------------------|---------------|---------------|---------------|------------------|----------------|
| 1  |  |                   |                |                         |               |               |               |                  |                |
| 2  | <b>Faculty Support Grant 2018-19</b>         |                   |                |                         |               |               |               |                  |                |
| 3  | <b>Project Title: XXXXXXXXXXXXX</b>          |                   |                |                         |               |               |               |                  |                |
| 4  | <b>Principal Investigator: XXXXXXXXXXXXX</b> |                   |                |                         |               |               |               |                  |                |
| 5  | <b>Expense Type</b>                          | <b>Exp. Acct.</b> | <b>Dept ID</b> | <b>Requested Budget</b> | <b>Nov-18</b> | <b>Dec-18</b> | <b>Jan-19</b> | <b>Total Exp</b> | <b>Balance</b> |
| 6  | Faculty Release Time*                        | 601100            | 13210          |                         |               |               |               | 0                | -              |
| 7  | Student Assistant**                          | 601303            | 13210          | 3,960                   |               |               |               | 0                | 3,960          |
| 8  | Student Assistant Fringe (2.2%)              | 603801            | 13210          | 87                      |               |               |               | 0                | 87             |
| 9  | Travel - In State***                         | 606001            | 13210          |                         |               |               |               | 0                | -              |
| 10 | Travel - Out of State                        | 606002            | 13210          | 900                     |               |               |               | 0                | 900            |
| 11 | IT Hardware/Computers****                    | 616002            | 13210          | 1,000                   |               |               |               | 0                | 1,000          |
| 12 | IT Software****                              | 616003            | 13210          | 35                      |               |               |               | 0                | 35             |
| 13 | Supplies                                     | 660003            | 13210          |                         |               |               |               | 0                | -              |
| 14 | Participant Incentives                       | 622002            | 13210          |                         |               |               |               | 0                | -              |
| 15 | Duplicating *****                            | 660811            | 13210          |                         |               |               |               | 0                | -              |

# Revised Budget Request / Reimbursements

- ▶ Revisions to budgets should be communicated to ORSP as soon as possible. Please submit requests by Mon, Feb. 5, 2024
- ▶ Use the template provided for RSCA Budget Revisions on this page: <https://www.csueastbay.edu/orsp/pre-award/rsca-grant-program.html>
- ▶ Please do not purchase anything on your own for reimbursement. We cannot guarantee this will be approved. Instead, please contact Anne prior to any purchase so that she can assist you with purchasing any items that you need.

# Timeline



- ▶ June 21, 2023 – RSCA Grant Orientation
- ▶ July 31, 2023 – submit re-assigned time requests
- ▶ By Oct 2, 2023 – submit purchase requests for computer equipment and software
- ▶ By Apr 1, 2024 – submit purchase requests for other items; purchase items via PCard
- ▶ By Apr 1, 2024 – submit student hire paperwork by this date
- ▶ June 30, 2024 – RSCA grant project ends
- ▶ SUBMIT reports via InfoReady @ 6, 12 and 18 month intervals (Dec 31, 2023; June 30, 2024; Dec 31, 2024)

# ORSP is here to help!

Contact: [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu)  
510-885-4212

A list of FAQ's will be posted on our RSCA page:

<https://www.csueastbay.edu/orsp/pre-award/rsca-grant-program.html>

Congratulations on your award!

