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/

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](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](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](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](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!