FACULTY SUPPORT
GRANTS

ORIENTATION
AGENDA

• PURPOSE OF FACULTY SUPPORT GRANTS
• GUIDELINES AND EXPECTATIONS
• SPECIFIC PROCESSES
• TRACKING EXPENSES
• TIMELINE
PURPOSE OF GRANTS

• INTENDED AS “SEED GRANTS” TO PROMOTE THE DEVELOPMENT OF NEW OR EXPANDED RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES (RSCA) BY FACULTY.

• IDENTIFY ONE OR MORE SPECIFIC PRODUCTS THAT WILL RESULT FROM THE PROJECT - SUCH AS A PUBLICATION IN A PEER-REVIEWED JOURNAL, SUBMISSION OF A GRANT PROPOSAL TO AN EXTERNAL SPONSOR, A PUBLIC PERFORMANCE AND/OR JURIED COMPETITION.
OTHER IMPORTANT OUTCOMES

- FOSTER STUDENT PARTICIPATION IN FACULTY MENTORED RESEARCH PROJECTS
- DEVELOP AUTHENTIC STUDENT RESEARCH ACTIVITIES IN A COURSE
- HELP JUNIOR FACULTY MEET THE QUALIFICATIONS FOR TENURE AND PROMOTION
- HELP SENIOR FACULTY IN MEETING REQUIREMENTS OF POST-TENURE REVIEW
AWARD GUIDELINES & EXPECTATIONS

• GRANT CHARGES MUST BE RECORDED BY JUNE 30, 2022; NO CARRYOVER PERMITTED

• STUDENTS MUST BE PROPERLY HIRED BEFORE WORKING

• FACULTY & STUDENT TRAVEL MUST BE PRE-APPROVED, IF APPLICABLE

• SERVE AS A REVIEWER ON FUTURE FACULTY SUPPORT GRANT COMPETITIONS
AWARD GUIDELINES & EXPECTATIONS

• EXHIBIT AT SPRING FACULTY RESEARCH SYMPOSIUM (TBD)

• ACKNOWLEDGE SUPPORT IN PRESENTATIONS/PUBLICATIONS

SAMPLE TEXT: “Support for this project was provided by a 2021-22 faculty support grant from the Cal State East Bay Division of Academic Affairs.”

• SUBMIT REPORTS 6 MO, 12 MO, AND 18 MO. ELEMENTS FROM YOUR REPORTS MAY BE HIGHLIGHTED ON THE ORSP WEBSITE
REPORTS SHALL INCLUDE: (DEADLINES SPECIFIED IN INFOREADY)

• AS APPROPRIATE, 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 RELEASE TIME:

• COMPLETE THE FACULTY RELEASE TIME REQUEST FORM BY JULY 15, 2021:
  https://www.csueastbay.edu/orsp/compliance/forms.html

• CONTACT:  ANNE.WING@CSUEASTBAY.EDU
RESEARCH PARTICIPANT INCENTIVES

• USED FOR INCENTIVE PAYMENTS FOR RESEARCH PARTICIPANTS; INCLUDED IN APPROVED 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
CONFLICT OF INTEREST

• CURRENT POLICY AND PROCEDURES HERE:
  https://www.csueastbay.edu/orsp/compliance/policy/index.html

• A NEW, CAYUSE COI MODULE WILL BE IMPLEMENTED BY FALL 2021

• CONFLICT OF INTEREST DISCLOSURES WILL BE SENT VIA ADOBESIGN

• CONTACT: ANNE.WING@CSUEASTBAY.EDU
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: ANNE.WING@CSUEASTBAY.EDU
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:  CAMERON.RYCZEK@CSUEASTBAY.EDU
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
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, AND DIVISION VP.
TRAVEL PROCEDURES (CONTINUED)

• IN THE VP APPROVAL JUSTIFICATION BOX, PLEASE INCLUDE, “The requestor has read, understood, and agree to abide by the CDC guidance for domestic travel during COVID-19.”

• BE AWARE OF BANNED STATES ON STATE-FUNDED AND STATE-SPONSORED TRAVEL
  https://oag.ca.gov/ab1887

• CERTIFY IS THE CURRENT TRAVEL MANAGEMENT SYSTEM:
  http://www.csueastbay.edu/travel/resources.html
HIRING STUDENTS

• AS SOON AS POSSIBLE, PLEASE INSTRUCT STUDENTS TO CONTACT ANNE.WING@CSUEASTBAY.EDU WHO WILL ASSIST WITH THE HIRING PROCESS. APRIL 1, 2022 WILL BE DEADLINE TO SUBMIT STUDENT PAPERWORK. FINAL HOURS MUST BE REPORTED BY MAY 31, 2022


• CONTACT ANNE FOR CURRENT STUDENT HOURLY RATES

• ONCE HIRED, STUDENTS WILL ENTER HOURS ONLINE; ANNE WING WILL COORDINATE OBTAINING YOUR APPROVAL
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 OCT 1, 2021

• FOR OTHER TYPES OF PURCHASES (INCLUDING P-CARD PURCHASES, SERVICE AGREEMENTS, ETC.), SUBMIT BY APRIL 1, 2022

• ALL INVOICES MUST BE SUBMITTED BY MAY 31, 2022

• FOR DUPLICATING PROJECTS, AN ONLINE DUPLICATING ORDER FORM IS AVAILABLE:
  http://www.csueastbay.edu/procurement/duplicating-services/index.html
  PLEASE CONTACT ANNE IF YOU HAVE QUESTIONS
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 EXPENSES

**Faculty Support Grant 2018-19**

**Project Title:** XXXXXXXXXXXXXXX

**Principal Investigator:** XXXXXXXXXXXXXXX

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<th>Expense Type</th>
<th>Exp. Acct.</th>
<th>Dept ID</th>
<th>Requested Budget</th>
<th>Nov-18</th>
<th>Dec-18</th>
<th>Jan-19</th>
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<td>Student Assistant**</td>
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<td>Travel - In State***</td>
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<td>Travel - Out of State</td>
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<td>IT Hardware/Computers****</td>
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<td>IT Software****</td>
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TIMELINE

- **JUNE 22, 23, 2021** – FACULTY SUPPORT GRANT ORIENTATIONS
- **JULY 15, 2021** – SUBMIT RELEASE TIME REQUESTS
- **BY OCT 1, 2021** – SUBMIT PURCHASE REQUESTS FOR COMPUTER EQUIPMENT AND SOFTWARE
- **BY APR 1, 2022** – SUBMIT PURCHASE REQUESTS FOR OTHER ITEMS; PURCHASE ITEMS VIA PCARD
TIMELINE (CONTINUED)

• BY APR 1, 2022 – SUBMIT STUDENT HIRE PAPERWORK BY THIS DATE

• MAY 31, 2022 – REPORT ALL STUDENT HOURS BY THIS DATE; SUBMIT FINAL INVOICES FOR PURCHASES BY THIS DATE

• SPRING 2022 - PRESENT AT FACULTY RESEARCH SYMPOSIUM (TBD)

• JUNE 30, 2022 – FACULTY SUPPORT GRANT PROJECT ENDS

• SUBMIT REPORTS VIA INFOREADY @ 6, 12 AND 18 MONTH INTERVALS
ORSP IS HERE TO HELP! CONTACT US:
- ANNE.WING@CSUEASTBAY.EDU
- JENNIFER.CABREJAS@CSUEASTBAY.EDU

CONGRATULATIONS ON YOUR AWARD!