

2023-2024 Junior/Senior Intramural Grant Frequently Asked Questions

On-Line Application submissions use the following browsers:
**Google Chrome, Mozilla Firefox, or Internet Explorer 10 or
higher**
http://www.fullerton.edu/doresearch/faculty_resources/

The goal of the UFRC is to continue to support research and creative activities across the campus at all levels. We know (as faculty members engaged in the RTP process ourselves) how important the provision of research support is to assure we can do the work we are trained and hired to do. We are also committed to doing everything we can to cultivate a vibrant, active, and academically rewarding experience for those working here at California State University, Fullerton.

Am I eligible to apply for the Junior/Senior Award if I received one last call, 2022-23?

No, if you received a **Junior/Senior Grant** in 2022-23, **ORSP Innovative Research Grant** 2022-23, or **RSCA** 2022-23 you are not eligible for this call. Also, if you have not completed a Final Report from a previous or current Intramural Grant you are NOT eligible to submit a proposal.

Can I apply for a Jr/Sr grant if I am FERPed?

No. UPS (650.000) limits each of the Jr/Sr programs to "full-time faculty." The FERP program is, by its very nature, a part-time faculty program. Thus, your FERP status excludes you from the pool of eligible applicants.

How is the approval from the dean identified in the application?

You should inform your chair and/or the dean that you are seeking these funds to allow them to plan for course assignments for the academic year. An actual support letter from your dean is not required at the time of submission, but your dean will have to approve the course release/assign-time if awarded funding.

Are there any informational workshops on these grants?

We will have 2 Intramural Informational Workshops, one in late January 2023 and another in February 2023 to support your proposal application. Please register via the Qualtrics link to be provided at ORSP webpage.

Am I required to use the supplied templates? (Timeline, Budget,)

Yes, templates are required.

Are there any examples or successful applications that can be shared with me? Who could I meet with to discuss my project before the grant application is due?

The most recent Intramural grant awards have required that awardees serve as mentors to faculty interested in submitting Intramural grant applications. You can find a faculty member from your College on the Research website (“Faculty Resources” link) or contact your Department Chair. In addition, if you would like assistance with putting your application together, please contact your College Research Grant Specialist. You may also reach out to Dr. Binod Tiwari, Associate Vice President of Research and Sponsored Projects at btiwari@fullerton.edu, or Yolanda Uzzell, Research Development Manager at yuzzell@Fullerton.edu.

Who can assist me with completing the budget template or compiling my files into a single PDF document?

First contact your Research Grants Specialist if your College has one. Or, contact ORSP, Office of Research and Sponsored Projects at orsp@fullerton.edu or x8334.

Where and how do I upload my proposal?

The “Online Application” link is found on the Research Office website under Faculty Resources, please select Jr/Sr Call for Proposal 2023-24: [CSUF InfoReady4](#)

Submit application in a single pdf file, “Last name, First name JrSr2324”.

What is the time period in which grant activities can take place?

The awards are for AY 2023-2024, but activities can begin June 1, 2023 -June 30, 2024. Provided completion of Principal Investigator Orientation. You may also extend into the summer of 2024.

Can WTU/Release time be cashed out for salary?

No, WTU/release time will not be converted over to salary.

Will I be able to pay student assistants during the summer (June & July)?

Yes. Your grant activities can begin June 1, 2023, upon notification of award. You can hire your students when you are assigned an account number in CSU Fullerton Auxiliary Services Corporation (ASC). Students will have to attend a short orientation with the ASC department when hired. Please note Payroll taxes apply (e.g. SDI).

Can I pay myself and a Co-PI or other Faculty Additional Pay?

Yes, as long as you do not go over the maximum Award amount of \$7,500.

Can I budget the full \$7,500 in salary?

Yes.

How do I hire a student assistant?

Student assistants will be hired through the CSU Fullerton Auxiliary Services Corporation (ASC) using a Personnel Transaction Report (PTR) form. Student Assistants will need to attend a short orientation session. ASC employees get paid every two weeks (there is an ASC payroll calendar). Fill out a PTR form found on the ASC payroll forms website and send the student (after signatures) to the ASC Building. Due to COVID-19, the orientation will be held online.

Volunteer Guidelines?

Recognizing the contribution volunteers make to the achievement of the Auxiliary Services Corporation (“ASC”) goals, individuals may serve as ASC’s volunteers in accordance with the following [instructions](#). For more information, call the HR Office at (657) 278-4120.

Can I purchase Gift Cards with my Grant Funds?

Yes, you can purchase gift cards with your department's ASC IDC funds. Gift cards must be included in your proposal/budget. Please work with your Department Coordinator to ensure that your department has an ASC IDC account.

Travel/Conferences expenses?

Yes, travel for conferences will be covered, but it should follow the CSUF Travel Guideline. Provide all key information (e.g., name of conference, location, date, etc.) for the travel/conference in the budget template and proposal. All travel forms will need to be filled out prior to and signed off, just like regular University Travel Authorization. All expenses/receipts incurred while traveling should be recouped on the Travel Claim under business expenses, and all receipts will have to be attached to Travel Claim. Please note, Travel funds can be used to attend virtual conferences as well.

Computers/Laptops purchase?

Property purchased by your CSU Fullerton Auxiliary Service Corporation (ASC) account is also University property, and must be written into your proposal. Computers purchased by must be purchased through the new IT purchase process. Please note, Computers purchased by faculty using a designated salary stipend will be considered the private property of that faculty.

Purchases, materials, supplies, computers, software etc.?

Once you have been awarded, please contact CSU Fullerton Auxiliary Service Corporation (ASC) Coordinator before you purchase any materials, supplies, equipment, and software.

Hiring an Independent Contractor Policy and Procedures

Before work can begin, the requestor should contact their ASC or Sponsored Programs project administrator to discuss the use of an Independent Contractor on their project and ensure preliminary allowability. For questions on this Policy or Procedure, please contact your assigned administrator.

Hiring an outside service?

This would have to be stated in your proposal and budgeted. You will need to complete CSU Fullerton Auxiliary Service Corporation (ASC) Purchase Order (PO) and have this in place before you start work with the vendor. Once this is completed, your vendor will have to submit an invoice to ASC for payment.

Note: Where can I get additional support for my research and creative activities?

The Office of Research Development (ORD) staff is available to assist you in your research, creative and scholarly pursuits. Research Grant Specialist (RGS) in your college assist faculty with preparing high quality, competitive proposals, whether intramural or external. They will work with you to identify appropriate funding sources and grant opportunities, develop your overall research agenda and project scope, provide guidance and expertise on proposal writing and development, and facilitate on and off campus collaborations. ORD staff are available to meet one on one, and they also host several workshops throughout the year on proposal related topics. ORD staff assigned to each colleges are listed on [ORSP webpage](#).