

# 2023-2024 Research, Scholarship, and Creative Activity (RSCA) Award Program

## Frequently Asked Questions

Online Application submissions use the following browsers:

**Google Chrome, Mozilla Firefox, or Internet Explorer 10 or higher**

<https://csuf.infoready4.com/>

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.

### **Eligibility**

#### **Am I eligible to apply for the RSCA Award Program if I received one last call, 2022-23?**

No, if you received a RSCA Award in 2022-23 or a Junior/Senior Award 2022-23 you are not eligible for this call. Also, if you haven't completed a Final Report from a previous Intramural Grant you are NOT eligible to submit a proposal.

#### **Am I eligible to apply for the RSCA Award Program if I received the 2022-23 ORSP Innovative Research and Creative Activities Grant ?**

No, if you received a 2022-23 ORSP Innovative Research and Creative Activities Grant you are not eligible for this call. Also, if you haven't completed a Final Report from a previous Intramural Grant you are NOT eligible to submit a proposal.

#### **Can I apply for the RSCA Award Program if I am FERPed?**

No. UPS (280.000) limits each of the Intramural Research Grants 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 Department 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.

### **PROCESS**

#### **Are there any informational workshops on these grants?**

The Office of Research and Sponsored Projects (ORSP) will be conducting an Intramural Informational Workshop via Zoom to support your proposal application. Please register online. The registration link will be posted on the 2023-24 Research, Scholarship and Creative Activity Award Program webpage.

## 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.

## Research Grant Specialists

COLLEGE/UNIT	CONTACT	EMAIL
ARTS	Kristina Rigden	krigden@Fullerton.edu
ACADEMIC AFFAIRS		
COMMUNICATIONS		
MIHAYLO COLLEGE OF BUSINESS AND ECONOMICS		
EDUCATION	Amber Wynn	<a href="mailto:awynn@fullerton.edu">awynn@fullerton.edu</a>
ENGINEERING AND COMPUTER SCIENCE	Kristina Rigden	krigden@Fullerton.edu
HEALTH AND HUMAN DEVELOPMENT	Lisa Lopez	<a href="mailto:lisalopez@fullerton.edu">lisalopez@fullerton.edu</a>
HUMANITIES AND SOCIAL SCIENCES	Natalie Gharibian	<a href="mailto:ngharibian@fullerton.edu">ngharibian@fullerton.edu</a>
NATURAL SCIENCES AND MATHEMATICS	Kristina Rigden	krigden@Fullerton.edu

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

Yes, templates are required. Make sure you identify your role (PI/Co-PI) in any awarded grants you include in the CV (2 page maximum).

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

Please contact the Office of Research and Sponsored Projects at [ORSP@fullerton.edu](mailto:ORSP@fullerton.edu).

### **Where and how do I upload my proposal?**

The “Online Application” link is found on the Research Office website under Faculty Resources tab, please select Research, Scholarship and Creative Activity (RSCA) Incentive Grant: <https://csuf.infoready4.com/>. Submit proposal application in a single pdf file, “Last name, First name RSCA2324”

### **Appendix, Footnotes and/or Section references?**

Do not add or include these with your proposal. Additional materials will not be reviewed and may make your proposal ineligible for review.

### **EXPENDITURES**

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

The awards are for July 1, 2023 – June 30, 2024, but you may begin activities only upon notification of receiving your award. Any extensions must be requested by March 31, 2024.

#### **Can WTU/Release time be cashed out for salary?**

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

#### **How do I hire a student assistant?**

You can hire your students when you are assigned a program number and set up a Student Task Profile, please contact your Department Coordinator to assist with this process.

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

Yes, you can hire student assistants during the summer. Please note Payroll taxes apply (e.g. SDI). The budget allotted for student salary in the funded proposal **cannot be reallocated** to any other category.

#### **Can I purchase Gift Cards with my Grant Funds?**

Yes, you can purchase gift cards if your department has an IDC Account or an ASC Account. Gift cards must be included in your proposal/budget. Please contact your department’s Budget Analyst, before you purchase any gift cards to ensure the policies and procedures of purchasing the gift cards are followed.

#### **Travel/conferences expenses?**

Yes, travel for conferences will be covered if they are essential travel. Any exception requires the approval of the campus president. Travelers must be fully vaccinated, and all travel must be approved by the Divisional Vice Presidents. If you receive approval from the Divisional Vice President for your essential travel, 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.

### **Computers/Laptops purchase?**

Any tangible property purchased by your awarded funds is University property and must be written into your proposal. IT hardware equipment and/or software must obtain an IT Authorization number before purchase.

Computers purchased personally by faculty using a designated salary stipend will be considered the private property of that faculty.

### **Hiring an outside service?**

This would have to be stated in your proposal and budgeted. You will have to initiate a Purchase Order (PO) and have this in place before you start work with the vendor. The vendor needs to be approved and assigned a vendor number through the Procurement Office. Once this is completed, your vendor will have to submit an invoice that you will have to sign off on, and then send to Accounts Payable for processing.

### **MENTORSHIP**

**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 Resource" tab) or contact your Department Chair. Additionally, if you would like assistance with putting your application together, please contact one of the Research Grants Specialists: (see RGS Contact List on Page 2).