To: CSUF Deans

From: Dr. Chris Liu, AVP Research

Re: ORSP Initiative to Grow Institutional Grants at CSUF – An Incentive Program

Date: April 5, 2019

Criteria for Using Office of Research and Sponsored Projects (ORSP) Funds for a Contracted Grant Writer

As Cal State Fullerton increases its research base, the need to apply for more competitive funding opportunities continues to grow. Large-scale, institution-level proposals have begun dominating the focus of colleges, investigators, and staff alike. In order to be competitive for this type of funding, foster interdisciplinary research, and better align to the University’s new strategic plan (2018-2023), ORSP will provide resources for grant writers towards applicable projects. Due to limited faculty and staff time, the addition of a grant writer will alleviate much of the stress of large-scale and cross-disciplinary (including cross-college) proposal preparation and increase the chance of funding.

Definition:
A large-scale institutional grant or funding opportunity is defined as follows:

- The funding opportunity must impact a minimum of at least two colleges or two well-defined disciplines. Meaning that the proposals must either include investigators from another college/department or must tangibly and directly affect students in other colleges.
- The funding opportunity must be at least $1M total budget.

Condition/Criteria:
Request for a contracted Grant Writer must be initiated by a Principle Investigator (PI) leading an investigative team on a new large-scale grant (re-submissions are not allowed) to PI’s college Dean.

A completed Grant Writer Request Form signed and recommended by PI’s college Dean, along with the following three documents, i.e. 1) a two-page concept paper, 2) justification for funds, and 3) the funding program solicitation, must be provided to ORSP for consideration and sign-off. Each college (as a project lead) is limited to one grant writing service per academic year. Therefore, it is a College decision on which project is recommended to ORSP for consideration. The completed Grant Writer Request Form and the associated three documents should be submitted to ORSP at least sixty (60) calendar days prior to the proposal deadline.
ORSP reserves the right to make a final decision depending on available funds. Two critical factors influencing final decisions include:

1) a true interdisciplinary team
2) the project, if funded by the sponsor, will generate a full IDC.

Note: Exceptions will be discussed between ORSP and the Dean before a final determination.

The selected team is required to complete the following tasks:

- Maintain consistent conversation with the grant writer in order to submit a high-quality proposal. Absence of communication as determined by ORSP will result in barring of the PI’s future use of grant writer
- Provide ORSP weekly status updates of proposal progress
- Submit full proposal package to ORSP for review at least two weeks prior to the submission deadline

Due to limited funding, this service is available at the discretion of ORSP.

PIs are encouraged to work with their college Research Grant Specialist or ORSP’s Office of Research Development to determine project feasibility and funding opportunity alignment.

ORSP contact person is Dr. Chris Liu via email (cyliu@fullerton.edu), with a copy to the Office of Research Development (ORD) (ORD@fullerton.edu).

Note: A grant writer can be hired for a non-institutional grant. However, costs related to the grant writer must be shared equally by ORSP and the participating College. Grant writers for non-institutional proposals require an opportunity requesting at least $500,000.