2014-15 Intramural Grants
Frequently Asked Questions

On-Line Submission applications use Safari or Foxfire – Internet Explorer is NOT compatible!

Changes to the 2014-15 AY call for proposal?
The goal of the UFRC is to continue to support research and creative activities across the campus at all levels, and thus we have shortened the period of ineligibility from two years to one. Currently, only faculty who received an Intramural (IM) Award last year (2013-14) are ineligible for an award at this time. 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, 2013-14? No, if you received an IM Grant in 2013-14 you are not eligible for this call. Also if you haven’t completed a final report from a previous IM Grant you are NOT eligible to submit a proposal.

Can WTU/Release time be cashed out for salary? No, WTU/release time will not be converted over to salary.

On the current and pending support form, should I list only intramural support? No, list all internal and external grants you have applied and/or are working on currently; awards from the university and those from outside must be listed (whether received, applied for, or pending application).

Where do faculty designate their preference for a fall or spring release? When completing the on-line application front coversheet. Semester preference is requested with all of their identifying information (i.e., name, department, etc.); select the semester you prefer.

How is the approval from the dean identified in the application? 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. Thus, 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 year.

Can I use a two-page Curriculum Vitae (CV) that is different from the Biosketch template that’s provided? Yes, as long as it provides similar information and does not exceed the page limit; either a CV or a Biosketch are acceptable documents. (2 page maximum)

What is the time period in which grant activities can take place? The awards are for AY 2014-2015, but you may begin activities June 1, 2014 only upon notification of receiving your award. You may also extend into the summer of 2015;

Will I be able to pay student assistants during the summer (June & July)? Yes. Your grant activities can begin June 1, 2014, upon notification of award. You can hire your students when you are assigned an account number in ASC. Students will have to attend a short orientation with the ASC department when hired.

Am I required to use the supplied templates? (Timeline, Budget, CV/Biosketch & Current/Pending) Yes, if applicable, templates are required. The “Current & Pending” template is only for faculty that have been awarded Intramural funding and/or have submitted, pending, or funded external grants. And, as addressed above, a two-page CV may take the place of the Biosketch).
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Are there any examples or successful applications that can be shared with me?
If you would like to ask someone to look at your proposal or to share their funded proposal with you, there is now a list of previous awardees from your College on the Research website (“Faculty” tab). Additionally, if you would like assistance with putting your application together, please contact Tami “Sunnie” Foy, Interim Director of Research Development at x2134 or tfoy@fullerton.edu or Kirsten Torguson at x7621 or ktorguston@fullerton.edu

Are there any informational workshops on these grants?
We will have 2 workshops (in November and January – dates to be announced) to support your proposal application. Look for announcements to come out in late October. Also, there are Funding My Research forums that you can attend through the Research Development office that are also designed to support your application for grants.

Who could I meet with to discuss my project before the grant application is due?
The most recent IM grant awards have required that awardees serve as mentors to faculty interested in submitting IM grant applications. You can find a faculty member from your College on the Research website (“Faculty” tab). Additionally, you can also ask your chair, and/or Tami “Sunnie” Foy or Kirsten Torguson in the Office of Research Development to look over your proposal.

Who can assist me with completing the budget templates?
Please contact Barbara Kerr, Administrative Analyst, Office of Research at bkerr@fullerton.edu or x4660 and/or Adri Goncalves, ASC in Office of Research Development at agoncalves@fullerton.edu or x4093

Who can assist me with getting my files into one PDF document?
Please contact Barbara Kerr, Administrative Analyst, Office of Research at bkerr@fullerton.edu or x4660 and/or Adri Goncalves, ASC in Office of Research Development at agoncalves@fullerton.edu or x4093

Can I apply for a Jr/Sr grant if I am FERPed?
No. UPS (280.000) 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 and where do I upload my proposal?
In the “Online Application” link found on the respective website for each grant. The links are hyperlinked below for your convenience. There is a file upload area once you enter the online application format with your portal login information. The upload should take less than 10 minutes to complete.
Jr/Sr Grant Online Application

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.

How do I hire a student assistant?
Student assistants will be hired through the Axillary Service Corporation (ASC) using a Personal Transaction Report form (PTR). Student assistants will need to attend a short orientation session. ASC employees get paid every other week (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 CP-285.
Can I purchase Gift Cards with my Grant Funds?
Yes, you can purchase gift cards with ASC funds. Gift cards must be included in your proposal/budget. Please talk with your **ASC Coordinator** before you purchase any gift cards to make sure the correct process of purchasing the gift cards is followed.

Travel/conferences expenses?
Yes, travel for conferences will be covered. Provide all key information (e.g., name of conference, location, date, etc.) for the travel/conference in the budget 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. These will all be processed through ASC travel, but Stateside Travel CP-300 also needs to have a copy (they always need to know when a faculty/staff/student is traveling on University funds).

Computers/Laptops purchase?
Property purchased by ASC account is also University property, and must be written into your proposal. Property purchased (e.g., computers/laptops, etc.) by the Department with IM grant funding are University property. Computers purchased by Departments must be purchased through the new IT purchase process. Computers purchased by faculty using a designated salary stipend will be considered the private property of that faculty.

Purchases, materials, supplies, computers, software etc.?
Department PCards (credit card) purchases must follow University rules and policies. When reconciling your Pcard (purchase card = credit card) statement, use the Program Code assigned to the grant for the purchases, and attach the receipt to the Pcard statement. Reimbursements will have to be completed from your ASC account to reimburse the University stateside account.

**Declining PCards (which function like debit cards) are also available for your use with supplies and materials through ASC Accounting Department (a card is issued using your award account number). This card would only be used by you for your grant.**

Hiring an outside service?
This would have to be stated in your proposal and budgeted. You would have to do 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 Account Services at ASC Department. Once this is completed, your vendor will have to submit an invoice ASC Invoice form that you will have to sign off on, and then send to ASC Account Services for processing.

**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 with developing your research agenda; identifying funding opportunities that match your research or creative activities needs; helping you prepare a competitive proposal to an external funding agency; and building collaborative relationships both on- and off-campus. ORD also offers “Funding My Research” workshops consisting of a three-day summer “boot camp” and year-long cohort meetings and workshops to help develop your grantsmanship.