



**University Policy Statement  
California State University, Fullerton**

## UPS 280.000

# INTRAMURAL RESEARCH GRANTS

The CSUF Intramural Research Grants, administered by the University Research Committee, are provided in order to stimulate faculty research and creative activities, to support such research and creative activities and to assist faculty in successful competition for external funding, where appropriate.

**I. The basic policies governing the grants are:**

A. There are three types of grants:

1. General Faculty Research Grants
2. Senior Faculty Grants
3. Junior Faculty Grants

B. Eligibility criteria for the above grants are:

1. All full-time faculty, with the exception of those who are awarded a Senior or a Junior Faculty Grant in the same year, are eligible for General Faculty Research Grants.
2. Full-time faculty<sup>1</sup> with eight or more years of continuous CSUF service, and all Professors regardless of years of service, are eligible for Senior Faculty Grants.
3. Except Professors all full-time faculty with fewer than eight years of continuous CSUF service are eligible for Junior Faculty Grants.

---

<sup>1</sup> Faculty refers to all classes of the Faculty Bargaining Unit. Where senior rank is referred to, it includes senior rank of all such classes. Eight years reflects the seven year maximum allowed for tenure.

- C. Resources shall be allocated by category as follows:<sup>2</sup>
1. Forty percent of total resources shall be allocated to General Faculty Research Grants.
  2. An amount proportionate to their representation on the full-time faculty (the percentage to be calculated by the Office of Faculty Affairs and Records by October 1 of the year in which the funds are to be expended) shall be reserved for Junior Faculty Grants.
  3. The remainder shall be allocated to senior faculty awards.
- D. Proposals shall be evaluated on merit by the University Research Committee under the following guidelines:
1. The merit of each proposal shall be based on the quality of the project, the researcher's qualifications, the contribution of the funding to completion of the project, the contribution of the project to the professional growth of the researcher, the likelihood of its contribution to the reputation of the University and the appropriateness of the proposed budget. The rank of the proposer shall not be taken into account in determining merit.
  2.
    - a. Any faculty member who has received a CSUF Intramural Research Grant in the last five years must submit evidence of progress made on the past project(s) funded.
    - b. Any faculty member who is receiving any other form of support for a research project must identify all such support and, particularly, its relation to the CSUF Intramural Grant requested.
    - c. For proposals judged to be of comparable merit, priority will be given to those faculty members who have never been awarded a Faculty Research Grant or who have no source of outside funding.
  3. The recommended amount of the awards shall be guided by the funds available and by previous years' awards.
  4. Proposals for grant awards shall be reviewed by a college committee and or the college dean. The numbers and members of the college committee shall be determined by the college. In the absence of a college committee, the University

---

<sup>2</sup> The effect of this formula is to guarantee that Junior Faculty will be awarded, at a minimum, funds equal to their percent representation on the full time faculty. At the same time, it guarantees access to funds equal to their percent representation to Senior Faculty, but does not guarantee awards beyond the set-aside.

Research Committee, at its discretion, may appoint a committee to serve at the college level of review.

5. Members of the University Research Committee shall conduct an initial evaluation of proposals independently of the college review and independently of other committee members. After their initial evaluations, members shall consider college reviews as well as those of other members before a final ranking is determined by the committee.
- E. When the evaluation cycle has been completed the University Research Committee will forward its recommendations via the Vice President for Academic Affairs to the President who has final authority for the allocation of funds. In those cases where the President differs with the committee's recommendation, he/she will consult with the committee before taking final action.

## **II. The basic regulations of the program are:**

- A. All equipment purchased with the Faculty Research Grant will automatically become the property of the CSUF Foundation upon the termination of its use by the grant recipient.
- B. All publications, published findings and similar data that are financed by the Faculty Research Grant aid will include a credit line naming the California State University, Fullerton Foundation as a source of support.
- C. Those who receive Faculty Research Grants, but transfer their employment before the full amount of the money is actually spent, must inform the Research Committee of their changed job status. The Research Committee will then review the award and either continue or cancel it. In any case, it is assumed that the recipient will recognize the source of support (see Section B above).
- D. If, for any reason, the work for which the grant was made is cancelled or is not used within a two-year period, the remaining money will be returned to the California State University, Fullerton Foundation for distribution the following year.
- E. The researcher shall stipulate that if release time or a summer stipend is funded, no other substantial income producing activity shall be undertaken during the funding period.
- F. Faculty Research Grants awarded jointly to more than one researcher are not necessarily cancelled or reduced in amount by the withdrawal of one of the recipients; however, in this event, the appropriateness of the award may be subject to review by the University Research Committee.

- G. The researcher shall submit a Year-End Report to the University Research Committee within a year after the grant is awarded, following guidelines established by the Office of Faculty Research. In lieu of the Year-End Report, a copy of the publication resulting from the research or a letter of acceptance from a journal or jurying body may be submitted to the Research Committee.

**EFFECTIVE DATE: April 25, 2003**  
Supersedes: UPS 280.000 dated 7-24-90  
and ASD 03-12

Source: University Faculty Research Committee