



University Policy Statement

UPS 280.000

INTRAMURAL RESEARCH GRANTS

CSUF Intramural Research Grants, administered by the Faculty 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. Basic Policies

A. There are two types of grants:

1. Senior Faculty Grants
2. Junior Faculty Grants

B. Eligibility criteria for the above grants are:

1. Full-time faculty¹ with eight or more years of continuous CSUF service, and all Professors are eligible for Senior Faculty Grants.
2. All full-time faculty, with the exception of Professors (full professors), with fewer than eight years of continuous CSUF service are eligible for Junior Faculty Grants.

C. Resources shall be allocated by category as follows:

1. An amount proportionate to their representation on the full-time faculty (the percentage to be calculated by the Division of Human Resources, Diversity and Inclusion by November 1 of the year in which the funds are to be expended) shall be reserved for Junior Faculty Grants.
2. The remaining funds shall be allocated to Senior Faculty Grants.

D. Proposals shall be evaluated on merit by the Faculty Research Committee under the following guidelines:

¹ Faculty refers to all classes of the Faculty Bargaining Unit. Where senior rank is referred to, it includes senior rank of all such classes.

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 researcher 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 three 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 Research Grant requested.
 - c. For proposals judged to be of comparable merit, priority will be given to those faculty members who have never been awarded an Intramural Research Grant or who have no source of outside funding.
 3. The recommended amount of the grants shall be guided by the funds available and the amounts of previous years' grants.
 4. Grant proposals shall be reviewed by a college committee and/or the college dean. The number and members of the college committee shall be determined by the college. In the absence of a college committee, the Faculty Research Committee, at its discretion, may appoint a committee to serve at the college level of review.
 5. Members of the Faculty Research Committee shall conduct an initial evaluation of proposals independent of the college review and independent 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 process has been completed, the Faculty Research Committee will forward its recommendations first to the Associate Vice President for Research then to the Provost then 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.
- F. Before the beginning of each new grants cycle, the Office of Research and Sponsored Projects will prepare a report for the Faculty Research Committee and the Faculty Research Policy Committee showing the allocation of Intramural grants between Junior and Senior Faculty the previous academic year. This will enable both committees to track whether shifts in the ratio between full-time Junior and Senior Faculty are significantly skewing the grants toward one group or another.

II. The basic regulations of the program are:

- A. All equipment purchased with an Intramural Research Grant will automatically become the property of the CSU Fullerton Auxiliary Services Corporation upon the termination of its use by the grant recipient.
- B. All publications, published findings and similar data that are funded by an Intramural Research Grant will include a credit line naming the California State University, Fullerton as a source of support.
- C. Faculty members who receive Intramural Research Grants, but leave CSUF employment before the full amount of the grant is spent, must inform the Faculty Research Committee of their changed job status. The Faculty Research Committee will then review the grant 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 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. Intramural 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 Faculty Research Committee.
- G. The researcher shall submit a Year-End Report to the Faculty Research Committee within one year after the grant is awarded, following guidelines established by the Office of Research and Sponsored Projects. 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 Faculty Research Committee.

Source: Faculty Research Policy Committee

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