

CSUEB Office of Research & Sponsored Programs  
Faculty are available in the

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website. |

DELINES

Period is from the award date (normally July 1) to June 30 of the following year  
must be

- expended by June 30; no carryover permitted (note that Accounting/Procurement have processing deadlines in May/June to prepare for year end closeout)
- x Students must be properly hired before working
- x Faculty & student travel must be pre approved
- x Spending activity must follow university processes and procedures

PRODUCTS & EXPECTATIONS INCLUDE:

- x Progress report(s) submitted in InfoReady using the template provided
- x Description of products that are the direct result of the grant, including:
  - o Publications presentations exhibitions or performances
  - o Proposal to an external funder to support further work
- x Participation in the poster session at the Faculty Research Symposium held in the Spring during the award period.
- x Serve as a reviewer on future faculty support grant competitions
- x Acknowledge support from the FSG program in presentations/publications

SPECIFIC PROCESSES

Faculty release time:

- x Faculty must coordinate their release time with their Chair and/or Dean, and confirm with ORSP which semester they plan to take the release time.
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#### Human Subjects Approval:

- x Funding of research projects dealing with human subjects must be approved by the Institutional Review Board (IRB) before work begins
- x Compliance procedures are available here:  
<http://www.csueastbay.edu/ors/compliance/irb/index.html>
- x Contact: [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu) SF302, ext. 5 #212

#### Animal Subjects Approvals:

- x Projects involving research or observation of vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) before work begins.
- x Compliance procedures are available here:  
<http://www.csueastbay.edu/ors/compliance/iacuc/index.html>
- x Contact: [cameron.ryczek@csueastbay.edu](mailto:cameron.ryczek@csueastbay.edu) North Sci131, ext. 5 #868

#### Biosafety approvals:

- x Projects involving recombinant DNA molecules or use of biohazardous materials must be approved by the Institutional Biosafety Committee

x Once hired, students will enter hours online;