



# **Faculty Research, Scholarship, and Creative Activity (RSCA) Grant Program**

**2022-23 NEW AWARD ORIENTATION**

# Agenda

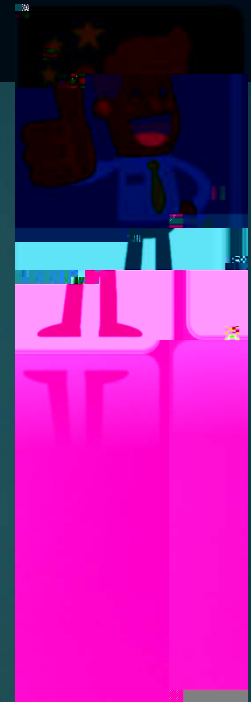
- ▶ **Purpose of Grant Program**
- ▶ **Guidelines and Expectations**
- ▶ **Specific Processes**
- ▶ **Tracking expenses**
- ▶ **Timeline**

# Purpose of Grants

- ▶ **This internal grant is an Important source of funding for the development of new or expanded RSCA appropriate to the faculty's discipline and/or in furtherance of the university's mission**
- ▶ **This grant is Intended to help faculty gain tenure and promotion, remain engaged in their disciplines, and to contribute new knowledge in all its forms to their disciplines and/or across disciplines**
- ▶ **One or more tangible products will be the direct result of the proposed project. Products may include, but are not limited to: a**

# Award Guidelines & Expectations

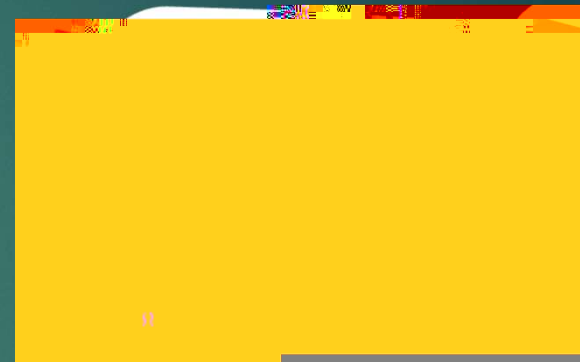
- ▶ **Award Amount:** 2022-23 RSCA Support Grant awards may not exceed \$7,000, all inclusive. All funds must be spent during the funding period; no extensions beyond the funding period are allowed.
- ▶ **Funding Period:** The funding period for 2022-23 Faculty RSCA Support Grant awards is for July 1, 2022, to June 30, 2023 (FY 2022-23).
- ▶ **Funding Purpose:** Faculty may request funding for a variety of purposes including but not limited to the purchase of equipment, supplies including consumables, software, duplication services; to pay students for research support; incentives for research participants; and faculty reassigned time.







# Specific Processes



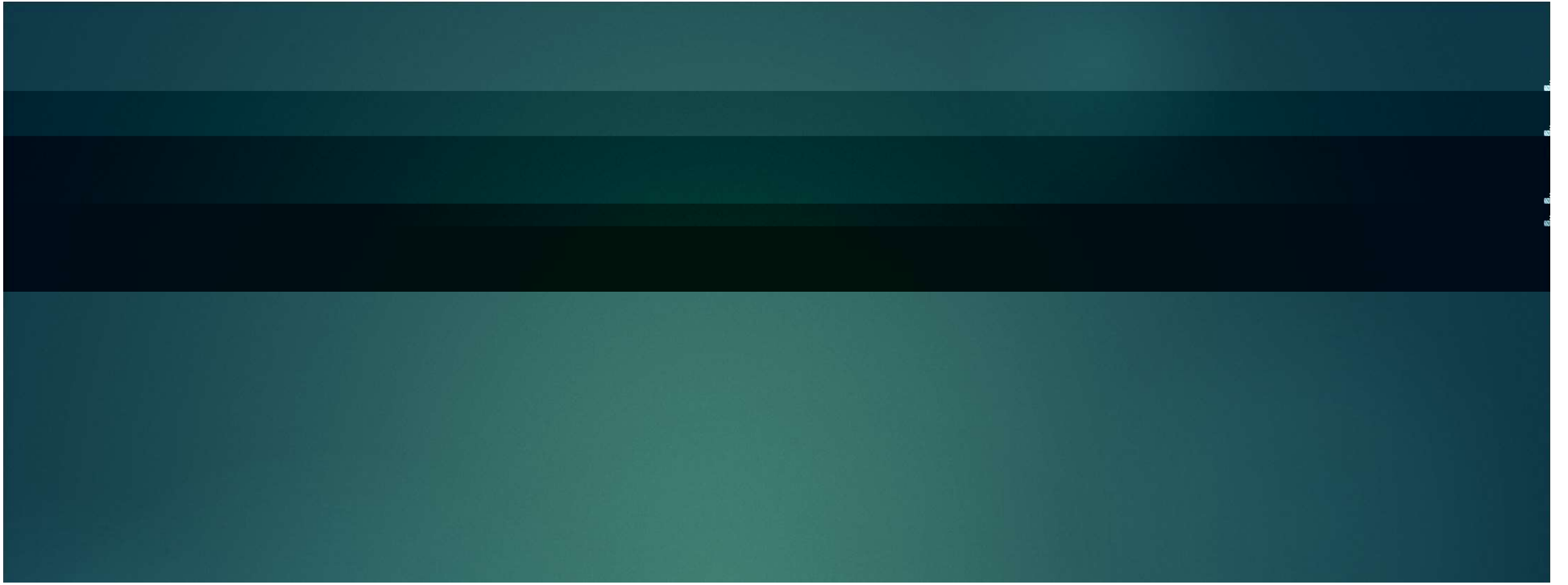
# Faculty Assigned Time:

- ▶ Complete the Faculty Assigned time request form By 7/31/22

<https://www.csueastbay.edu/osp/compliance/forms.html>

- ▶ Contact: [Anne.Wing@csueastbay.edu](mailto:Anne.Wing@csueastbay.edu); 510 885 4212









# Animal Subjects Approvals

- ▶ Projects utilizing vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Compliance procedures are available here:  
<http://www.csueastbay.edu/osp/compliance/iacuc/index.html>
- ▶ Contact Tina Avila: [christine.avila@csueastbay.edu](mailto:christine.avila@csueastbay.edu);  
[5108854476](tel:5108854476)

# Biosafety Approvals

- ▶ Projects involving recombinant DNA molecules or use of biohazardous materials must be approved by the Institutional Biosafety Committee (IBC)
- ▶ Contact Lyanh Lu, Director of Environmental Health and Safety, at [lyanhlu@csueastbay.edu](mailto:lyanhlu@csueastbay.edu); 510 885 4138

# Travel Procedures

- ▶ **Travel only for accomplishing scope of project**
- ▶ **Faculty and students must obtain approval via the [travel authorization form](#) prior to travel**
- ▶ **APPROVALS NEED TO BE OBTAINED FROM TRAVELER (PI), CHAIR, DEAN, OR SP. Please submit 60 days prior to travel**
- ▶ **The Provost and President are required to sign authorizations for any international travel. Please submit 60 days or earlier prior to travel**
- ▶ **Certain countries may also need Chancellor's Office approval. Please submit 90 days or earlier prior to travel**

# Travel procedures (Continued)

- ▶ In the VP approval box in the authorization form, please provide a complete justification for why the travel is necessary
- ▶ Be aware of banned states on state-funded and state-sponsored travel  
<https://oag.ca.gov/ab1887>
- ▶ Certify is the current travel management system <http://www.csueastbay.edu/travel/resources.html>

Contact Anne Wing: [anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu)  
510 885 4212

# Hing students



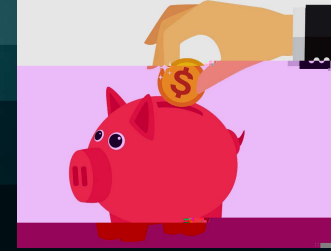


# Computer purchases/ equipment/ supplies/ duplicating

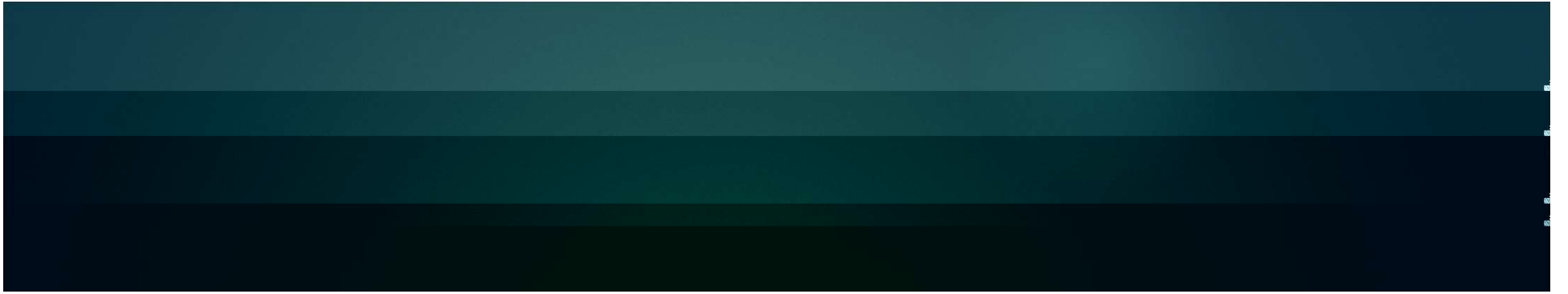
- ▶ For computer, software, equipment, please complete our purchase request form and submit to Anne Wing (anne.wing@csueastbay.edu) by Oct 1, 2022  
<http://www.csueastbay.edu/osp/files/docs/forms/purchase-request-form.pdf>
- ▶ Information and Communication Technology (ICT) Purchases need to have an ICT review request submitted and approved: <https://www.csueastbay.edu/ict/>

# Computer purchases/ equipment/

# Tracking Expenses



- ▶ **Chartfield strings will be provided and should be listed on all forms submitted for this grant**
- ▶ **An excel template will be provided for tracking expenses**
- ▶ **Contact Anne Wing for questions about your grant balance**
- ▶ **Please do not wait until the last month to spend your grant Funds**



# Revised Budget Request / Reimbursements

- ▶ Revisions to budgets should be communicated to ORSP as soon as possible.
- ▶ Please submit by February 1, 2023
- ▶ Use the template provided for RSCA Budget Revisions on this page: <https://www.csueastbay.edu/osp/pre-award/rca-grant-program.html>
- ▶ Please do not purchase anything on your own and expect to receive a reimbursement. We cannot guarantee this will be approved. Instead, please contact Anne prior to any purchase so that she can assist you with any items that you need.

