**College of Health and Human Development**

**2022-23 Research Support Program (RSP)**

The College of Health and Human Development provides small grants to support and further the research and scholarly activities of faculty.

Eligibility and Deadlines:

Full-time HHD faculty who are actively engaged in research and scholarly activities are eligible for funding during the 2022-23 AY. Faculty with available start-up funds are not eligible to receive RSP funds. **Previous RSP grantees are eligible to apply for new funding only after their final reports have been submitted.**

Applications are being accepted and reviewed on a **rolling** basis through the fall 2022 semester. Applications submitted by the 15th of the month will be considered for funding starting the 1st of the following month. Applications received after the 15th of the month will be reviewed for funding the next month. **The final deadline to apply for 2022-23 AY funding will be December 15, 2022**.

Support:

Grants up to a total of $2,500 per AY may be funded. In the application, please detail what funds are needed to support the research. RSP funds will be managed by department staff and must be spent by **May 31, 2023**. Any remaining amount after this date will return to the Dean’s office. The number of grants made through this program is contingent on the availability of resources. Grants will be dispersed until allocated program funding has been exhausted. Applicants may be awarded partial funding.

Spending Guidelines:

RSP Grant funds may be used for activities such as:

* Purchase needed research supplies, printing costs, equipment, or software.
* Provide participant incentives to research subjects if needed for recruitment purposes. The last date to submit a check request for participant incentives is February 3, 2023.
* Purchase transcription or translation services.
* Pay for access fees to data repositories, libraries, archives, or outside laboratories.
* Travel reimbursement for data collection purposes only.
* Hire student research assistants:
	+ Students are paid an hourly rate and can work a maximum of 20 hours per week during the academic year and up to 40 hours per week during the summer.
	+ The minimal hourly rate for students is $15/hour.
	+ Please include in your calculation student payroll taxes of 8.0%.
	+ Students hired from these funds cannot already be receiving course credit for working on this project.
	+ Students paid from these funds are expected to perform research tasks, not routine maintenance or clerical tasks.
	+ Faculty will be responsible for certifying all student effort on a monthly basis.

Grant funds may NOT be used:

* For reassigned time or to supplement a faculty or staff member salary.
* For student or faculty travel other than for data collection.
* For publication costs.
* To purchase food or beverages for any purpose.
* As payment to outside CSUF consultants.

**Contact Lisa Lopez (lisalopez@fullerton.edu) about funding of additional items not listed here.**

Change of Plans:

Should plans change after funding has been awarded, please notify Lisa Lopez by email and indicate how RSP funds will be spent. Any changes must still adhere to the spending guidelines and deadlines outlined above.

Post-Award Expectations:

Faculty receiving funding will submit a 1-2 page final report on the outcomes resulting from grant funds including a list of publications, conference abstracts submitted & presented, number & level of students supported, and any external proposals submitted/awarded. Final reports are due by August 31, 2023. Failure to submit a final report will make grantee ineligible for future RSP funding.

Application Submission:

Email completed applications to HHD Senior Research Development Officer, Lisa Lopez, lisalopez@fullerton.edu.

**2022-23 Research Support Program (RSP)**

**Rolling Deadline: Due by the 15th of the month**

**Email to** **lisalopez@fullerton.edu**

Faculty Name:

Department:

Amount Requested:

Would you be able to use partial funding? [ ]  Yes [ ]  No

*1. Provide a brief project description. (Limit to 300 words; please no figures or references)*

*2. How will RSP grant funds be used? Provide justification as to why these funds are needed to support the research project (i.e. Provide a brief itemized budget; Limit to 300 words).*

*Please check the boxes below and provide requested signatures:*

[ ]  *I agree to adhere to the RSP spending guidelines and submit a 1-2 page final report at the conclusion of the grant period.*

[ ]  *I understand that RSP funds must be spent by May 31, 2023 and that any remaining amount will be returned to the Dean’s office.*

*Faculty Signature Date*

*Chair/Director Signature Date*

**2022-23 Research Support Program (RSP)**

**Final Report – Due by August 31, 2023**

**(Do not exceed two pages)**

Faculty Name:

Department:

Funded Amount:

Have all funds been expended? [ ]  Yes [ ]  No

If “No” describe the reasons all funds were not used:

Write 2-4 sentences summarizing the impact RSP funding has had on your project:

List any manuscripts which have been submitted, accepted or published, that were in whole or part supported by RSP funding. Bold student names.

a. Accepted or Published:

 b. Submitted:

Please provide the citation for any conference abstracts submitted or presented, that were in whole or part supported by RSP funding. Bold student names.

a. Presented:

 b. Submitted:

List internal or external grants funded or applied for, including proposal titles, agency and amount requested, which were supported in whole or part by RSP funding.

 a. Funded:

 b. Applied, not funded:

 c. Applications pending:

Number of students supported by RSP funding:

\_\_\_\_\_\_\_Undergraduate

\_\_\_\_\_\_\_Graduate

Other awards or accomplishments resulting from RSP funding (if applicable):

Comments or Suggestions: