**College of Health and Human Development**

**2025-26 Research Support Program (RSP)**

The College of Health and Human Development offers small, non-competitive grants up to $3,000 to support faculty research and scholarly activities. This program is designed to help advance new or ongoing projects by covering the cost of specific, allowable expenses.

**Eligibility:**

* Open to full-time faculty actively engaged in research or scholarly activities during the 2025-26 AY.
* Faculty with available start-up funds are not eligible to receive RSP funds.
* Faculty with available ASC Research Stimulation (RS) account balances shall use those funds first before applying for RSP funding.
* Previous RSP recipients are eligible to apply for new funding only after submitting a final report from their prior award.

**Application Timeline:**

* Applications are accepted and reviewed on a rolling basis beginning August 4, 2025 and continuing through the fall semester.
* **Submit by the 15th of any month** for consideration starting the 1st of the following month.
* Applications received after the 15th will be reviewed in the next cycle.
* **The final deadline to apply is December 15, 2025.**

**Funding and Use of Funds:**

* Maximum award: $3,000
* Funds are limited; please apply when you are ready to spend.
* 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.
* **RSP funds must be spent by May 31, 2026. No extensions will be granted.**
* Separate applications from faculty working on different aspects of the same project may be considered based on available resources.
* Applicants may be awarded partial funding.

If your project involves human subjects, **IRB approval must be secured before funds are released.** Indicate approval status in your application.

**Allowable Expenses:**

RSP funds may be used for:

* Purchase needed research supplies, printing costs, equipment, or software.
* Provide participant incentives to research subjects for recruitment purposes.
* Purchase transcription or translation services.
* Pay for access fees to data repositories, libraries, archives, or outside laboratories.
* Local travel reimbursement for data collection purposes only.
* Hire student research assistants:
	+ Students are paid hourly and can work a maximum of 20 hours per week during the academic year.
	+ The minimum hourly rate for students is $16.50/hour. This rate is subject to change based on CA minimums.
	+ 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 duties.
	+ Faculty will be responsible for ensuring their students enter their time correctly and approving timesheets on a weekly basis.

**Unallowable Expenses:**

 RSP funds may **not** be used:

* For reassigned time or to supplement a faculty or staff member's 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 consultants.

For questions about expenses not listed, contact Lisa Lopez (lisalopez@fullerton.edu).

**Award Requirements:**

1. Orientation: Faculty awarded RSP funding will briefly meet with Lisa Lopez to review spending guidelines and discuss the spending timeline.
2. Change of Plans: If your project changes after funding is awarded, email Lisa Lopez with your revised plan. Changes must stay within program guidelines and deadlines.
3. Final Report: Submit a 1-page summary of actual or expected outcomes by **August 31, 2026**. Failure to submit a report will make you ineligible for future RSP funding.

**How to Apply:**

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

**2025-26 Research Support Program (RSP)**

Rolling Deadline: Submit by the 15th of the month

Last deadline: December 15, 2025

Email completed application to: Lisa Lopez at lisalopez@fullerton.edu

Faculty Name:

Department:

Amount Requested:

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

Does your project have IRB approval? [ ]  Yes, approved - protocol #: [insert number]

 [ ]  Not yet approved - anticipated approval by: [insert date]

[ ]  N/A, my project does not involve human subjects

**1. Project Description**

Briefly describe the purpose and scope of your research or scholarly project. (Limit to 300 words; no figures or references)

**2. Budget and Justification**

Provide a brief itemized budget and explain how RSP funds will support your activities. (Include a budget table, see example on next page)

**3. Timeline for Use of Funds**

Provide a brief timeline for spending RSP funds. You may use a table or a short narrative.

**4. (If Applicable) Community Partner Documentation**

If your project involves a community site (e.g., school, agency), attach a letter of support confirming your ability to collect data or conduct research at the site.

**Agreement and Signatures**

[ ]  I agree to follow the RSP spending guidelines and submit a 1-page final report by August 31, 2026.

[ ] I understand that RSP funds must be spent by May 31, 2026. No extensions will be granted.

*Faculty Signature Date*

*Chair/Director Signature Date*

# RSP Budget Template Example

Use the template below to outline how you plan to use RSP funds. Please include brief descriptions and accurate cost estimates. All student assistant costs must include 8% payroll taxes. IRB approval is required before funds will be released for human subjects research.

|  |  |  |
| --- | --- | --- |
| Item | Description | Cost |
| Student Research Assistant | 10 hrs/week x 12 weeks @ $16.50/hr + 8% taxes | $2,138.40 |
| Participant Incentives | 20 participants x $20 gift cards | $400.00 |
| Transcription Services | 2 interviews x 60 minutes @ $1.25/minute | $150.00 |
| Printing and Supplies | Printing surveys and purchasing folders/pens | $75.00 |
| Total |  | $2,763.40 |

**Notes:**

- Payroll taxes for student assistants must be included (8%).
- Notify Lisa Lopez of any changes before re-allocating funds.