Procedure for Managing Research, Scholarship and Creative Activity Awards

Research & Sponsored Programs will notify department/program staff for the pertinent awardees. Award letters will include a breakdown of award budget (e.g., WTU, summer salary, supplies, and student assistants). Notifications will also include start date and deadlines by which the funds must be spent. Award cycles generally follow fiscal year calendar (July 1st through June 30th), and spending should adhere to Business & Financial Affairs fiscal year-end deadlines.

Please refer to RSCA award letter for chartfield. Some awards may have more than one chartfield, but all RSCA awards fall under department 310900-RSCA. Each award is assigned a unique R project code. The awardee is responsible for managing their awards according to approved budget and for tracking expenditures.

Faculty release time

Program Analysts should submit faculty release time via InfoReady using Academic Planning & Budgeting process. RSP staff will submit payroll expenditure adjustments to charge RSCA funded reassigned time. RSP staff will ensure that Program Analysts receive a copy of the payroll expenditure adjustments submitted for fall and spring reassigned time.

Position Data for Faculty Summer Pay & Student Assistant Pay

Position data for charging faculty summer and student assistant pay will be provided in a separate communication.

Pos ID	Job	Unit	Description	Account	Fund	Dept
1391	1870	500	AY Student Assistant	601303	**TH930**	310900
3271	1870	500	AY Student Assistant	601303	GD970	310900
3269	1874	500	Summer Bridge Student	601303	GD970	310900
3161	2325	500	Graduate Assistant	601303	**TH930**	310900
3272	2403	500	FT Faculty Additional Pay	601813	GD970	310900
3270	4660	500	Special Consultant	601801	GD970	310900

Submit a payroll expenditure adjustment once pay posts to LCD/CI Financials to assign unique R project code for faculty summer pay and student assistant pay.

RSP staff are available to consult with department/program staff and awardees regarding campus, CSU, and state rules and how funds may be spent. If awardees wish to revise their budget, they must obtain prior approval from the Director of Research & Sponsored Programs before deviating from their original budget. Awardees are also required to submit progress reports via CI's Info Ready Review Portal 6 months, 12 months and 18 months after the project start date.