RSP Procedure for Managing Faculty Mini-grant and RSCA Awards

After review by the Academic Senate's Mini-grant Review Committee, mini-grants and RSCA grants are awarded on a competitive basis in the academic year before the award begins. At the time the award is announced, the RSP Office does not have the funds for the project. Those funds come to RSP early in the subsequent fiscal year. The general fund (GD901) is the source of Mini-grant funds, and RSCA awards are a budget line in the Chancellor's Office budget, and those funds arrive on campus in the form of a Cash Posting Order (CPO) to fund GD970.

When Mini-grant and RSCA awards are made, the Director of Research & Sponsored Programs will notify program analysts associated to the awardees. The notification will include a basic breakdown of the award budget (e.g., WTU, supplies, travel and student assistants). The notification will also include an award start date and deadlines by which the funds must be spent. Mini-grant funds must be spent by the end of a fiscal year. RSCA funds must be spent by early September of the following year.

As early as possible in the fiscal year of the award, RSP will coordinate with Academic Resources to have award funds budget transferred to awardee academic programs. This means that funds will be transferred to the program’s department for all costs including, but not limited to,

* WTU awarded
* Supplies
* Travel
* Student assistants

Analysts should use GD901 fund for mini-grant and GD970 fund for RSCA. Award funds may be spent before they are transferred to the program. It will be the awardee's responsibility to spend their funds according to their budget, and we expect them to track how they spend their funds.

RSP staff are available to consult with program analysts and awardees on campus, CSU, and state rules on how funds may be spent. If circumstances change and awardees must revise their budget, they must get prior approval from the Director of Research & Sponsored Programs before deviating from their original budget. At the end of each academic year, the Director of Research & Sponsored Programs will also ask awardees for annual project reports.

This process is designed to take advantage of existing processes and practices in Academic Affairs and does not intend to make additional new or novel work for any member of the CI community. RSP staff are always open to revisiting this procedure to streamline and otherwise reduce unnecessary and duplicative effort.