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Channel Islands
CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Assessment and Strategic Operations	**Effective Date: February 17, 2015**
	Procedure Number: ASO-p001.01

Student Affairs Working Procedure on Grant Acquisition and/or Participation

Intent: To ensure a streamlined process for the acquisition of (or participation as an active partner in) a grant.

Background: Grants are a tremendous resource; however, there are many factors that must be considered prior to pursuing a grant (or participating as an active partner in an existing or new grant). To ensure that the grant is in the best interest of the students, Division and University, this procedure has been established to outline factors for consideration as well as the process for securing or participating in a grant including short and long-term involvement and accountability.

Accountability: Assessment and Strategic Operations (ASO)

Applicability: All Division of Student Affairs staff and administrators

Definition(s): For a list of definitions, please refer to the following websites: http://www.csuci.edu/rsp/ and http://policy.csuci.edu/AA/01/AA.01.004.htm

Attachment(s): n/a

Procedure: If you are interested in pursuing a grant (whether you have already identified a particular grant or would like help researching grant opportunities) please contact ASO *before* submitting an Intent to Apply form and/or Grant Application to the CI Research and Sponsored Programs (RSP) office.

DSA Internal Review Process

1. Meet with Area Head.

2. Grant participation should be discussed with the Vice President for Student Affairs by the appropriate Area Head in advance of submission or collaboration.

3. Meet with the Director of Student Affairs Assessment, Research, and Staff Development (or as a back-up, the AVP for Assessment and Strategic Operations) to review the grant and associated requirements, which may include additional meetings with campus partners.

4. Preliminarily submit a Research and Sponsored Programs (RSP) online Intent to Apply Form (details below) so that RSP is made aware as soon as possible (reviews can always be cancelled).

5. Establish a timeline for review of the following (in alignment with RSP review timelines and deadlines):

    a. Proposal content
    b. Budget
    c. Personnel (i.e., position descriptions, organizational charts, etc.)
    d. Assessment instruments

6. Set up meetings with the appropriate contact as listed below:

Grant Topic	Contact
General Grant Process Questions and Support	Director of Student Affairs Assessment, Research, and Staff Development
Assessment	Director of Student Affairs Assessment, Research, and Staff Development
Budget	Budget and Operations Analyst in ASO (in consultation with RSP and Business and Financial Affairs (BFA) as needed) and/or AVP for Assessment and Strategic Operations
Content	**Specialist:** Varies – contact ASO for consultation and reference **Grammatical:** Coordinator of Student Affairs Communication
Personnel	Staff Resources Analyst in ASO and/or AVP for Assessment and Strategic Operations

7. Review the CI Proposal Administrative Review (PAR) Process and communication preferences and communicate questions/concerns to RSP pre-award staff.

8. Discuss a plan for post-award fund management.

9. Discuss with DSA decision-making partners (Area Head, VP, ASO, Project Lead) whether proposal should and can move forward or not.

10. Confirm Intent to Apply form submission with the Director of Student Affairs Assessment, Research, and Staff Development and RSP.

CI Proposal Administrative Review (PAR) Process

The following are the steps required for a CI Principle Investigator (PI) to apply for a grant. The Proposal Administrative Review (PAR) Process secures institutional approval prior to the submission of a grant or contract to an external funder via the University or CI Foundation. Please complete the following steps once you have completed the DSA Internal Review Process:

1. Project Lead submits RSP's online Intent to Apply Form: http://www.csuci.edu/rsp/aboutorsp.htm *For small, non-Federal projects, this information must be submitted at least **three weeks** before the sponsor's grant proposal deadline. For complex projects or proposals for Federal funds, this information should be submitted **six weeks** prior to the sponsor's grant proposal deadline.*

2. Upon submission of an Intent to Apply form, the PI will receive communication from RSP or the CI Foundation to arrange for a meeting date to being preparation for submission. If you feel that a Grant Topic Contact (listed above) would be helpful to include in this meeting, please invite them.

3. Please communicate actively with your ASO representative during and after your PAR process.

Post-Grant Award Process

Once an award letter is received there are additional steps that are important to keep in mind:

1. Notification to Area Head, ASO and RSP of the receipt of an award letter.

2. PI meeting with ASO, RSP, and PI (If your Area Head is not your PI please also invite them) to discuss the following plans:
   - Discussion of terms and conditions of the grant
   - Financial management (account set-up and management)
   - Reporting responsibilities (data/survey needs and fiscal)
   - Cost recovery
   - Work product and records policy
   - Institutional commitments
   - Collaboration agreements

3. Regular communication with PI, ASO, Finance, and RSP via mid-year and end-of-year follow-up meetings regarding grant progress and support needed.

4. Discussion of training needs related to the grant application process and management.

Collaborating on a grant is an exciting and rewarding experience. Many grants cultivate opportunities for cross-divisional initiatives, shared resources (such as personnel and funding), as well as maximizing the potential of existing programs and services. In the spirit of collaboration, it is extremely important to identify the expectations and commitments of such potential partnerships. The success of any grant, and particularly a collaborative venture, requires sound judgment as to realistic deliverables both immediately and for the future in order to ensure that staff and resources are not over-committed.

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Author's signature

2/19/15
Date

Approved:

Toni R. DeBoni
DSA Area Head's name

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