

## **The College of Education Process for Intent to Seek Funding**

### **Intent to Seek Funding**

1. When a PI is interested in seeking funding for a given project, they will develop a 1-2 page concept paper. The PI is encouraged to discuss their concept with the RGS to help ensure alignment with college/university mission and research goals.
2. Once the concept paper is complete (purpose/impact, goals and objectives, target audience, duration, budget range) the PI will send the completed concept paper to the RGS who assist PI with creating a preliminary budget.
3. The RGS will identify potential funding sources (within 10 business days) for the PI to review/select.
4. If the PI selects a private foundation to submit proposal, the RGS will submit a request on the PI's behalf to Foundation Relations (FR) for clearance to submit. Upon approval, or if the sponsor is federal/public, the RGS will notify OGC of the PIs intent to submit (link to RFP, concept paper, and preliminary budget)

### **What will I need in order to develop a proposal?**

1. To develop your concept paper (this helps the RGS to identify funding sources, budget amount, communicate with Program Officer if necessary, and assist faculty with obtaining collaborators.)
2. To meet with Research Grants Specialist (The Dean requires all proposal submissions to be reviewed by the RGS prior to submission)
3. To identify your collaborators (this helps with determining the size of the budget and scope of services for the research project up front).

## Important things you will need to know prior to meeting with your RGS, looking for funding sources, or developing a proposal:

1. What is your scope of work (What is the program? What will you be doing? Will you have collaborators? If so, a CSU/non-CSU entity?)
2. What are your goals, objectives, measurable outcomes?
3. What impact will the research make in the field?
4. Who is your target audience? (age, socioeconomic status, geographical area)
5. What is the duration of the program? How long? Years
6. How much will it cost to administer the program?

## The College of Education's Funding Priorities

1. Just Equitable and Inclusive Education
2. Community Engagement
3. Technology Integration

## Glossary of Terms

- **Office of Research and Special Projects (ORSP).** The Research Enterprise. The Office that oversees research on CSU Fullerton's Campus.
  - Research Development (ORD): first point of contact in starting the grant writing process
  - Office of Research Compliance (ORC): assures compliance with research that involves research and creative activities, including use of human and animal subjects and policies regarding conflict of interest and responsible conduct of research.
  - Grants and Contracts (OGC): responsible for submitting all proposals and contracts when University resources are involved
  - Sponsored Programs (OSP): assists faculty with post-award management
- The Faculty Development Center (FDC): training and development resources
- University Advancement (UA): manages private and foundation relationships

- Research Grants Specialist (RGS): assists faculty with developing research project concept, identifying funding sources, preparing proposal, budget, and supporting documentation
- Director of Development (DoD): identifies private and foundation funding
- Government Relations: assists with obtaining letters of support from elected officials

### Background Information/Statistics (update statistics)

[http://www.fullerton.edu/doresearch/resource\\_library/boilerplate\\_information.php](http://www.fullerton.edu/doresearch/resource_library/boilerplate_information.php)

**California State University, Fullerton** is the only four-year public Hispanic-Serving Institution (HSI) in Orange County, where more than **50%** of its **40,000** students are ethnic minorities: **43.8%** Hispanic; **21.5%** Asian/Pacific Islander; **2%** Black; **19.3%** White; **7.1%** international students; **3.9%** multiple races. CSUF ranks No. **4** in the nation for the number of bachelor's degrees awarded to underrepresented students according to the latest issue of *Diverse Issues in Higher Education*. **The College of Education's** fully online master's program ranks No. **4** of **317** schools, the programs for educators are No. **1** in California, the curriculum and instruction program is ranked at No. **26** in the nation and No. **2** in the state according U.S. News & World Report (**September 2019**) which also ranked CSUF **fourth** in Top Public Schools in the Western region, **third** in Best Undergraduate Teaching and **fifth** in Most Innovative Schools.

### Online Resources

- Research Enterprise Gateway: <http://www.fullerton.edu/research/>
- Pivot: CSUF pays a subscription for faculty to access funding sources. [Sign in](#) and secure your free account.
- The Grants Resource Center (GRC): <http://www.aascu.org/GRC/>
- Grants.gov: <http://www.grants.gov/>
- Ed.gov: <https://www2.ed.gov/fund/grants-apply.html>

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