CSUF Clearance Process

In support of CSUF's curricular and co-curricular activities, faculty and staff across multiple divisions regularly engage in the solicitation of funding from private funders. To ensure that CSUF is effectively able to secure support, the University has adopted the CSUF Clearance Process – a formalized roadmap that will guide the campus community in pursuit of funding from private sources.

CSUF's Clearance Process is a living document that is intended to enhance transparency, promote communication and encourage collaboration surrounding the solicitation of private funds. Developed collaboratively between University Advancement and the Office of Research & Sponsored Programs in Academic Affairs, the goal of the Clearance Process is to ensure that the CSUF is able to maintain strong, positive relationship with private funding sources to advance the interests of the University.

Procedures for Proposal Submission to Private Foundations

1. The proposal process may start from any number of different sources, including the Dean, faculty, outside funder, Director of Development, RGS, an open RFP, or other Principal Investigator.
2. All proposals to private foundations must secure University clearance prior to submission.
3. The Research Grant Specialist and Director of Development will work together to establish an internal lead and determine whether the proposal is a sponsored program (CSU Fullerton Auxiliary Services Corporation) or a philanthropic request (Cal State Fullerton Philanthropic Foundation).
   a. Factors to consider in determining routing through Auxiliary include: IRB, IACUC, Environmental Health and Safety/Biosafety Committee review, special terms and conditions, or compliance requirements.
4. The internal lead will work with University Advancement to secure clearance.
   a. Clearance can be obtained by emailing University Advancement at twaite@fullerton.edu (cc: Director of Development, Research Grant Specialist, and Office of Grants and Contracts at ogc1@fullerton.edu).
   b. The clearance request should include:
      i. Name of funder
      ii. Request amount
      iii. Expected submission date
      iv. Brief project overview (1-3 sentences)
   c. The internal lead will be notified if clearance is given and if a prospect manager is currently assigned to the funder.
5. If a prospect manager is assigned, the internal lead will work with the prospect manager prior to any communication to the funder (i.e., for situations where additional information is needed (eligibility, clarifications, etc.),
   a. If the private funder has an assigned Prospect Manager, UA will connect the internal lead with the Prospect Manager via email.
   b. The Prospect Manager will be charged with assisting with their request within a 72-hour window.
6. Once clearance is secured, the internal lead will notify the Principal Investigator to proceed with the proposal.
   a. All campus compliance polices and processes (IRB, IACUC, Conflict of Interest, etc.) must be followed.
7. For proposals identified as a philanthropic request, the Director of Development will work directly with the Principal Investigator(s) and UA to prepare and submit the proposal.
8. For proposals identified as sponsored programs, the Research Grant Specialist (or the Office of Research Development if research grant specialist is not available), will work with the Principal

Investigator(s) and the Office of Grants and Contracts (OGC) to prepare the required internal approval and proposal documents. At which time, the Proposal Submission Timeline Policy (http://www.fullerton.edu/doresearch/resource_library/policies/Grant-Submission-Timeline_Policy-Addendum_revJan2020_final.pdf) will need to be followed. The Director of Development may be consulted to provide feedback on the proposal.

9. If awarded, OGC will notify the Research Grant Specialist and Principal Investigator(s). OGC will review the award document, negotiate on behalf and transmit award document to Office of Sponsored Programs.

ATTACH 1: KEY OFFICES & CONTACTS

Office of Research and Sponsored Projects (ORSP) Binod Tiwari, AVP, Office of Research and Sponsored Projects	University Advancement (UA) Carlos Leija, AVP, College & Program Development Lauren Sieven, Senior Director, Foundation Relations
Office of Grants and Contracts (OGC) **Office of Research Development (ORD)** **Office of Sponsored Programs (OSP)**	**Directors of Development (DoD)**
College of the Arts Yolanda Uzzell, ORD Manager Tina Tranilla, OGC Officer Iris Miranda, OSP Administrator	*College of the Arts* Lara Farhadi, Senior Director Ann Steichen, Director
Mihaylo College of Business and Economics Yolanda Uzzell, ORD Manager Allison Nguyen, OGC Officer Iris Miranda, OSP Administrator	*Mihaylo College of Business and Economics* Paul Stover, Senior Director Priyanjali Shah, Director Trish Reed, Associate Director of Foundation and Corporate Relations
College of Communications Yolanda Uzzell, ORD Manager Trang Do, OGC Officer Iris Miranda, OSP Administrator	*College of Communications* Katie McGill, Executive Director Priya Mohan, Director
College of Engineering and Computer Sciences Karen Lau, Research Grants Specialist Tina Tranilla, OGC Officer Iris Miranda, OSP Administrator	*College of Engineering and Computer Sciences* Mike Karg, Senior Director Nicole Bailey, Director
College of Health and Human Development Lisa Lopez, Senior Research Development Officer Trang Do, OGC Officer Olga Riveron, OSP Manager	*College of Health and Human Development* Elizabeth Eastin, Senior Director
College of Humanities and Social Sciences Natalie Gharibian, Research Grants Specialist Tina Tranilla, OGC Officer Iris Miranda, OSP Administrator	*College of Humanities and Social Sciences* TBD
College of Natural Sciences and Mathematics Lauren Savord, Research Grants Specialist Allison Nguyen, OGC Officer Catie Anders, OSP Administrator	*College of Natural Sciences and Mathematics* Mike Karg, Senior Director Nicole Bailey, Director
Division of Student Affairs Yolanda Uzzel, ORD Manager Trang Do, OGC Officer Olga Riveron, OSP Manager	*Division of Student Affairs* Katie McGill, Executive Director Meghan Paradiso-Alva, Associate Director
College of Education Amber Wynn, Research Grants Specialist Trang Do, OGC Officer Ingrid Thompson, OSP Administrator	*College of Education* Katie McGill, Executive Director Lisa Miller, Associate Director