

POLICY AND PROCEDURES FOR SUPPORTING  
RESEARCH

assigned time and faculty small grants. Funding and regulations for MGSS are  
jurisdiction and the Chancellor's office, while funding and regulations for  
faculty small grants are determined on the campus.

Application for all awards shall be made transparent to CSULB faculty through an  
program including workshops sponsored by the Office of Research and  
and the appropriate college bodies responsible for the oversight of  
and creative activity.

STABILITY

2.1 Mini-Grants and Summer Stipends

All members of Unit 3 (Faculty, Librarians, Coaches, and Counselors) not receiving new facu  
reassigned time ass



3.1.4.2The College Dean shall

- a. Review the college migrant and summer stipend ratings and recommendation;
- b. Agree or disagree with the college committee recommendations; and
- c. Forward all proposals and recommendations to the university committee.

3.1.4.3The University Mini-

- c. Likelihood that the work proposed will be completed within the timeline;
- d. Extent to which the project will promote the faculty member's scholarly or creative development, direction, or purpose;
- e. Probability that the project will lead to peer-reviewed publication, exhibitions, or external grant proposals; and
- f. Extent to which the project benefits the university mission.

### 3.1.7. MGSS Award Decisions

The Office of University Research shall allocate support for grants and summer stipends based on the recommendations from the University MGSS Committee.

Once MGSS awards have been made, the Office of University Research and Sponsored Programs shall provide the applicant with any available feedback generated by the evaluation process, upon request. The Office of University Research and Sponsored Programs shall submit a report on MGSS every three years to the Academic Senate.

## 3.2 Reassigned Time and Faculty Small Grant Awards

Reassigned time awards release awardees from other duties, providing time for research, scholarly, and creative activities. Faculty small grants are monetary awards to facilitate RSCA activities. They may be used for expenses such as student assistance, minor equipment or materials & supplies, or travel to advance RSCA activities.

Reassigned time and faculty small grants will be awarded through a competitive process at the college level. Each college will be allocated support from Academic Affairs for reassigned time and faculty small grant applications. Colleges may supplement this amount with their own funds.

Awards may be used for reassigned time, faculty small grants, or a combination of both equivalent to the Vacant Rate for up to 6 WTU per academic year. Applications for more than 3 WTU require additional justification in the application. Should more than 3 WTU of reassigned time be awarded, the awardee can choose to take the reassigned time all in one semester or distribute the reassigned time over two semesters.

### 3.2.1. College faculty councils shall:

- a. Establish the criteria, policies, procedures and deadlines for applying for and evaluating reassigned time and faculty small grant applications;
- b. Determine the composition and charge of their reassigned time and faculty small grant award committee; and
- d. Establish procedures by which, if the college desires, reassigned time can be converted into faculty small grants and vice versa.

### 3.2.2. Reassigned time and faculty small grant awards committee shall:

- a. Meet to discuss implementation of criteria, processes, and procedures for the review, evaluation, and ranking of proposals;

- b. Discuss, rank, recommend, and provide written rationale ~~on~~ recommendations of applications to the college dean; and
- c. Forward to the college faculty council and dean any feedback or recommendations for improvement of the selection process and criteria.

3.2.3. The College Dean shall:

- a. Review the awards committee recommendations ~~and~~
- b. Make final decisions on reassigned time and faculty small grant awards.

4.0 DOCUMENTING WORK ACCOMPLISHED

4.1. Faculty who receive awards shall be required to submit a Report of Work Accomplished by the announced deadline to the Office of Research ~~and~~ Sponsored Programs. This requirement must be met whether or not a faculty member chooses to submit a subsequent scholarly and creative activities application.

4.2 The documentation of work accomplished shall include (at a minimum):

- a. What was accomplished;
- b. How what was learned, experienced, or achieved has contributed to the faculty member's professional development. This may include how the research, scholarly or creative activity resulting from the award has contributed to more effective teaching and enhanced student learning; and
- c. How the information will be disseminated or showcased.

4.3 Applicants who do not submit the required Report of Work Accomplished shall be automatically disqualified from receiving subsequent ~~grant~~, summer stipend, RSCA reassigned time, or faculty small grant awards until the required report is submitted.

4.4 The University shall provide opportunities for award recipients to showcase the results of their projects, whether final or preliminary.

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