



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

## Academic Affairs

Approved By: Richard R. Rush  
President

Policy Number: AA.01.004

Effective Date: 05/16/11

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## Policy on Pre-Approval of Institutional Grant Proposals

### PURPOSE:

To create consistent, collaborative and widely-understood guidelines for developing institutional proposals for external funding.

### BACKGROUND:

CI has reached the stage in its development where it has received and will continue to apply for and receive institutional grants. Often times such institutional grants require substantial cooperation among divisions and units and require substantial resources that may include financial and physical space commitments within and across divisions.

### POLICY:

#### Accountability:

Appropriate Division Head(s).

#### Applicability:

Anyone (faculty or staff) who intends to prepare an application for an institutional grant as defined below.

#### Definition(s):

*Individual research (or professional development) grant* - A grant whose primary purpose is to support an individual (or small team) of faculty. The faculty member's expertise qualifies her or him to serve as PI on this type of grant. These grants may or may not require an institutional match. Individual grants may be portable, i.e., a faculty member may be able to negotiate taking this grant with her or him if they move to another institution. An example of such grants that faculty on this campus have been awarded include NSF career grants. Funding agencies may allow more than one proposal to be submitted by an institution.

*Institutional grants* - A grant whose primary purpose is institutional capacity-building. An administrator often serves as PI for grants such as these, although a faculty member may also serve as PI. Institutional grants are often developed by cross-divisional or inter-institutional teams. These grants may require an institutional match. These grants are never portable. Examples on this campus include the PPOHA "Vista" grant, the SI-HSI "Islas" grant, the HSI-STEM grant with Oxnard College, and TRIO grants.



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*Fellowships* - Fellowships typically pay the faculty member directly. They usually require the faculty member to go on leave (sabbatical, difference-in-pay, or unpaid professional leave) and may sometimes require an institutional match.

### **Text:**

In order to support successful proposal development, potential PI's must seek approval for institutional commitment of resources. This approval must be sought prior to full proposal development from the appropriate authorized representative of the division as outlined in this policy.

### **EXHIBIT(S):**

[Approval Process - Flow Diagram](#)

Revised