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SACRAMENTO STATE

Research Administration and Contract Administration

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SACRAMENTO STATE
RESEARCH ADMINISTRATION *and*
CONTRACT ADMINISTRATION

News

Research Reorganization

The newly reorganized offices of **Research Administration** and **Contract Administration** are comprised of the professional staff and responsibilities formerly associated with Research and Sponsored Projects and Grant and Contract Administration.

This structure is the result of a unique collaboration between Academic Affairs and University Enterprises, Inc. (UEI), the 501(c)(3) auxiliary authorized to administer externally funded grants and contracts on behalf of the university. University and UEI professionals work together in support of the intellectual and programmatic initiatives of faculty, staff, and students, serving a critical role as liaisons with funding agencies. David Earwicker is the Assistant Vice President for Research Administration and Contract Administration, and Sonya Lovine is the Executive Coordinator.

Research Administration provides information on federal, state, and private funding opportunities, offers proposal development expertise in areas such as budget development, electronic proposal submission, and compliance with sponsor and university policies, and fiscally manages grants that are awarded from account set-up to closing and audit.

Research Administration is organized into teams which are responsible for all grant related activities associated with their assigned Sacramento State colleges and units. Terry Manns is the Director of Research Administration and Adrienne Thompson is the Compliance Officer.

The **College of Natural Sciences and Mathematics** and the **College of Engineering and Computer Science** work with a team comprised of Nancy Loeb, Sharon Puricelli, Minnie Chabot and Jim Scott.

The **College of Arts and Letters**, the **College of Education**, the **College of Social Sciences and Interdisciplinary Studies**, and the **Library** work with a team comprised of Vicki Pearson-Rounds, Lise Loeffler-Welton, Judy Evey and Kim Troxel.

The **College of Business Administration**, the **College of Health and Human Services**, **Academic Affairs**, **Student Affairs**, and **University Centers and Institutes** work with a team comprised of Shannon Fredrickson, Marlene Franz, Vinesh Nambiar and Kim Troxel.

Contract Administration links campus resources to the community by providing contractual services to government agencies and private sector businesses. Contract Administration serves as a liaison between faculty and those organizations seeking to contract for faculty and student expertise. Within Contract Administration, the Student Employment Services (SES) unit collaborates with state agencies and private business to provide experience-building job opportunities for students. Contract Administration also oversees The University Foundation at Sacramento State accounts.

Paula Mikal is the Director of Post-Award and Contract Administration, Susan Flynn is the Senior Contract Development Officer, Veronica Nute is the Manager of Contract Administration and Brian Peterson is the Operations Analyst.

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Notices

Committee for the Protection of Human Subjects

The Committee for the Protection of Human Subjects (CPHS) is the Institutional Review Board (IRB) for the implementation of campus, state and federal policies to safeguard the rights and welfare of human subjects participating in research activities by the University or its affiliates. Any research conducted by Sacramento State faculty, staff, or students involving human subjects or any research-related activity involving human subjects that utilizes Sacramento State time, facilities, resources or students must be reviewed by CPHS to ensure compliance with applicable federal and campus policies.

The committee meets every third Monday of the month during the academic year. Eleven copies of the completed protocol form and any attachments must be submitted by noon on the Monday two weeks prior to the committee meeting. Submissions can be sent to Research Administration at campus zip 6111 or delivered to Modoc Hall, Room 2010.

The Sacramento State Human Subjects Manual and protocol submission forms are posted on the web at <http://www.csus.edu/rsp/HumanSubjects.htm>. Questions regarding the application procedures for human subjects approval can be directed to Research Administration at 278-7565 or to any member of the committee. Questions about research procedures and minimizing risks should be directed to a committee member.

Increase in Local Mileage Reimbursement Rate for State Funded Projects

Effective July 1, 2006 the reimbursement rate for use of personal vehicles for authorized State business is 44.5 cents per mile. This change makes the State reimbursement rate consistent with the Federal rate authorized by the U.S. Internal Revenue Service.

Proposal Submission Policy

All grant proposals must be processed through the Research Administration office prior to submission. Research Administration ensures that the proposal meets the agency's guidelines; that the budget is in compliance with agency and University policies; that cost share commitments, if any, are appropriately documented; that any special compliance issues have been addressed; and that appropriate signatures have been obtained.

Most agencies now require **electronic proposal submission** and given the different requirements of each system, timing is critical. Some systems require both the individual researcher and the institution to register which can take up to two weeks to complete.

A **Proposal Approval Form** must also be completed and signed by your department chair, your dean, the Director of Research Administration, and the Vice President for Administration prior to proposal submission. This process verifies that the project furthers the mission and goals of Sacramento State, and that the proposal, if funded, has been approved by the University.

Due to these submission requirements, Research Administration now requires that faculty contact their Sponsored Programs Development Officer at 278-7565 at least **seven working days** prior to the proposal submission deadline.

Upcoming Human Subjects Deadlines

Protocol submissions are due by noon on the Monday TWO WEEKS prior to each meeting. Protocols received after the submission deadline will be reviewed at the next meeting.

OCTOBER MEETING

Submission Deadline:

Monday, October 9

CPHS Meeting Date:

Monday, October 23

NOVEMBER MEETING

Submission Deadline:

Monday, November 6

CPHS Meeting Date:

Monday, November 20

DECEMBER MEETING

Submission Deadline:

Monday, December 4

CPHS Meeting Date:

Monday, December 18

To access the Human Subjects Manual, protocol submission forms, and a complete list of deadlines, go to:

<http://www.csus.edu/rsp/HumanSubjects.htm>.

Research Methods & Analysis Webcast Series

The University is partnering with the Center for the Advancement of Research Methods and Analysis (CARMA), a non-profit unit of the School of Business at Virginia Commonwealth University. The main purpose of the program is to allow faculty and students the opportunity to hear the latest methodological developments relevant to their research.

The presentations in this series will emphasize the substantive application of methodological developments and can supplement the education that occurs in traditional courses.

Each presentation will be held on a Friday starting at 9 a.m. in Room 11 of the Library and will last for one to two hours. Coffee and muffins will be available starting at 8:15 a.m.

This series is free and open to all faculty and students of Sacramento State. Off-campus participants may attend at no cost, but must register in advance. For more details, contact Sonya Lovine at 278-3668 or lovinesd@csus.edu.

2006-2007 Webcast Schedule

September 29, 2006

Regression Models for Limited Dependent Variables, *Dr. David Harrison, Pennsylvania State University*

October 27, 2006

Robust Regression, *Dr. William Starbuck, New York University/University of Oregon*

November 17, 2006

Issues with Internet Data Collection, *Dr. Jeff Stanton, Syracuse University*

Non-responses to Organizational Surveys, *Dr. Steven Rogelberg, University of North Carolina Charlotte*

Methodological Issues in Cross-Cultural Research, *Dr. Michele Gelfand, University of Maryland*

February 23, 2007

Issues with Group Measurement, *Dr. Katherine Klein, University of Pennsylvania*

March 23, 2007

Item Response Theory, *Dr. Neil Schmitt, Michigan State*

April 20, 2007

Longitudinal Data Analysis, *Dr. Robert Ployhart, University of South Carolina*

Latent Growth Models for Longitudinal Data, *Dr. Robert Vandenberg, University of Georgia*

Repeated Measures ANOVA and MANOVA, *Dr. Jorge Mendoza, University of Oklahoma*

Sacramento State and UC Davis Cancer Center Partner on Health Disparities

In November 2005, Sacramento State and the UC Davis Cancer Center (UCDCC) formed a milestone partnership to reduce cancer health disparities through education, research and training. The resulting MOU commits both partners to broad categories of collaboration and one of the first joint efforts is a Sacramento State/UC Davis Cancer Center Research Conference.

The Community-Campus Collaborative Conference: Reducing Disparities in Cancer Prevention and Control in Northern California will be held Friday, October 20th from 8:00-4:30 at the Courtyard by Marriott near the UC Davis Cancer Center. A reception will be held at the Julia Morgan House afterwards.

The conference will bring Sacramento State faculty and students together with UCDCC faculty and researchers and diverse community leaders to ask and attempt to answer the following key questions:

- What is the cancer burden in our region for underserved and minority populations?
- How can we address the disparities in the cancer burden through community and campus partnerships and participatory research teams?
- How do we fully realize authentic partnerships between communities and higher education institutions?
- How do we balance power and share resources among partners?
- How do we create healthier communities through partnerships?
- How do we overcome these, individually and collectively?
- How do we translate "principles" and "best practices" into widespread cancer prevention and control activities?

Conference participants will have the opportunity to learn about the cancer burden in our region; the disparities in addressing this burden; effective Community-Based Participatory Research (CBPR) models and research designs; develop action plans for new research projects and grant funding; and network with other researchers and community leaders. The conference will foster and encourage new campus-community partnerships and address how to forge those partnerships in order to identify potential research projects.

Faculty or students interested in attending should contact Sonya Lovine at 278-3668 or lovinesd@csus.edu.

Sponsor Alerts

Become a Panelist or Peer Reviewer for NEH

Grant applications submitted to the National Endowment for the Humanities (NEH) are evaluated by peer review which relies on the advice of humanities scholars and experts in other relevant fields. To sign up to be a reviewer, go to <http://www.neh.gov/grants/index.html> and add your name to the Panelist/Reviewer Information System (PRISM). The information you provide will be used by NEH only for the purpose of identifying and selecting panelists and reviewers.

California Department of Education Funding Information Site and Listserv

The California Department of Education (CDE) has added a new feature to its website to help those interested in staying abreast of CDE funding opportunities. The site's new **Projected Funding** feature provides access to preliminary information about funding programs before the application guidelines are released. To access the Projected Funding page, go to <http://www.cde.ca.gov/fg/fo/pf/>. To sign up to receive funding notices via email, go to <http://www.cde.ca.gov/fg/fo/af/joinlist.asp>.

NSF Removes Cap on Consultant Pay

The National Science Foundation (NSF) has removed the ceiling on consultant compensation for funds awarded on or after March 15, 2006. NSF had been required by statute to maintain a rate of pay for consultants that did not exceed the current maximum rate paid to an Executive Schedule Level IV federal employee (\$537 in 2005). However, the FY 2006 NSF appropriations statute removed this requirement.

The new NSF policy will allow applicants to request a "reasonable" rate of compensation that is consistent with the expertise of the consultant and prevailing rates in the consultant's discipline.

NSF To Combine Grants Proposal Guide and Policy Manual

The National Science Foundation has announced its plans to combine its proposal and award policies and procedures into one document called the NSF Proposal and Award Policies and Procedures Manual.

NSF will consolidate its current Grant Proposal Guide (GPG) and Grant Policy Manual (GPM) to form the new document. Part I of the document will include proposal preparation and submission guidelines and Part II will contain the award and administration requirements.

NSF has announced the changes in order to solicit comments before submitting the revised manual to the Office of Management and Budget for approval. Once the combined manual is approved, the NSF will publish it on its website. It expects the document to become effective in January 2007.

Research Reorganization continued from page 1

The Student Employment Services team is comprised of Diane Stanfield and Marla Newsome. The Centers and Institutes team is comprised of Ken Alger and Juanita Ruiz who also provides assistance to SES as needed. The University Foundation at Sacramento State accounts are administered by Ann Carlson.

For assistance or more information about Research Administration and Contract Administration, please call 278-7565.

Research and Creative Activity Awards Program

The application guidelines for the 2007–2008 Research and Creative Activity (RCA) Awards program are expected to be available in early October with a deadline for proposals in mid-November.

The RCA Awards provide assigned time grants, monetary awards and summer fellowships to both tenured and tenure track faculty.

Workshop on Drafting Specific Aims for NIH Grants

The Center for Health & Human Services Research and the Faculty Professional Development Committee are co-sponsoring a workshop entitled, "Drafting Clear and Convincing Specific Aims for NIH Grants." The workshop will be presented by Dr. Kent Lloyd, a professor of Physiology and Principal Investigator on several NIH grants. The goal of the workshop is to assist faculty in developing three clear specific aims that will form the backbone of a NIH grant proposal and persuade reviewers that the work is needed and worthy of funding.

The workshop will be Friday, October 6th from noon - 1 p.m., in Solano Hall 5000, Dean's Conference Room. Please RSVP by emailing ckellermann@csus.edu or calling 278-4315.

Sponsor Alerts

Multiple PI Implementation

The National Institutes of Health (NIH) has begun implementing a federal-wide policy to allow for more than one principal investigator (PI) on individual research awards. This will present a new opportunity for investigators seeking support for projects or activities that clearly require a “team science” approach and which do not fit the single-PI model. The multiple-PI model is intended to supplement, and not to replace, the traditional single PI model. The overarching goal is to encourage collaboration among equals when that is the most appropriate way to address a scientific problem. Although the number of applications submitted with more than one PI is expected to be relatively small compared with those that continue to use the traditional single-PI format, the impact on multidisciplinary efforts is expected to be great.

NIH made the multiple-PI option available for applications submitted in response to a selected group of Requests for Applications (RFAs) and Program Announcements (PAs) with May and June 2006 deadlines and plans to select additional programs to pilot this activity in the fall. It is expected that the multiple-PI option will become available for most investigator-initiated research grant mechanisms for proposals submitted for receipt dates after January 2007.

A Multiple Principal Investigator website (http://grants.nih.gov/grants/multi_pi/index.htm) has been created to provide general information on the new policy. This site includes: background and features of the multiple-PI policy; major issues to be considered in its implementation; PI roles and responsibilities; distribution of credit; allocation of funds; and awards to more than one institution. There is information on policy; major issues to be considered in its implementation; PI roles and responsibilities; distribution of credit; allocation of funds; and awards to more than one institution. Much of this information is located in the “Frequently Asked Questions (FAQ)” section of the site and is based on communications received in response to Requests for Information published by the NIH and the Office of Science and Technology Policy, Executive Office of the President.

Grants.gov Update

Effective June 1, 2006 the National Institutes of Health (NIH) along with the Agency for Healthcare Research and Quality and the Centers for Disease Control and Prevention will no longer accept R03 (small grant) or R21 (exploratory/development grant) paper applications. Applications to programs using either of these award mechanisms must be submitted electronically and will require first registering with NIH eRA Commons and then submitting via Grants.gov.

NIH Adjusts Timeline for R01 Transition to Grants.gov

After considering input from the applicant community and analyzing the results of the first few electronic submission rounds, NIH has adjusted the implementation timeline for electronic proposal submission dates to provide an additional four months before the transition of the NIH traditional research grant (R01) mechanism will take place. All R01 applications submitted for the February 1, 2007 receipt date and thereafter will need to be submitted via Grants.gov. The updated timeline is available on the web at <http://era.nih.gov/ElectronicReceipt/>.

NIH Electronic Application Submission Process Listserv

To help the behavioral and biomedical research community keep informed of evolutions in its electronic submission requirements, the NIH Office of Extramural Research has established two listservs to provide periodic updates on its electronic grant application program. If you are interested in receiving these updates, you may subscribe to the appropriate listserv as follows:

Scientists, Researchers and Principal Investigators: leaving the subject line blank, send a plain text email message to Listserv@list.nih.gov including only the words **Subscribe NIH_eSUB_PI-L** in the body of the message.

Institutional Officials, Administrative and Business Personnel: leaving the subject line blank, send a plain text email message to Listserv@list.nih.gov including only the words **Subscribe NIH_eSUB_AOR_SO-L** in the body of the message.

The September issue of **Funding Alert** is available online at

<http://www.csus.edu/rsp/Funding%20Alert.htm>.

Discovery Research Program Competitiveness Initiative Influences Changes

The National Science Foundation (NSF)'s Division of Elementary, Secondary, and Informal Education has announced the merger of three popular K-12 education programs. As of August 8, the Teacher Professional Continuum, Instructional Materials Development, and Centers for Learning and Teaching have been absorbed by the new Discovery Research K-12 (DR-K12) program, a key component of the American Competitiveness Initiative.

DR-K12 is multi-layered and ambitious. Its goals are backed by a budget of \$42 million and call for improvement in K-12 assessments, upgrades in elementary school science, and increases in the amount of cutting-edge science, technology, engineering, and mathematics (STEM) content in K-12 classrooms.

NSF has established three program components to meet those challenges. The first, *Applied Research*, will support evaluative studies of NSF-funded resources and tools; studies of student learning progressions; and studies of teachers and teaching. Projects to assess students' and teachers' learning and to instruct K-12 students and teachers will make up the second component, *Development of Resources and Tools*. Finally, under its *Capacity Building* component, DR-K12 will support STEM systems research and STEM Education Research Scholars.

Under all of these components, applicants may seek funding at a variety of levels. Exploratory studies, ideally collaborations between researchers and K-12 practitioners, may last up to three years and have a maximum budget of \$300,000. For these, letters of intent are required by November 1, 2006. Funding is also available for larger, full-scale projects that are national in scope. With a preliminary proposal deadline of November 15, 2006, full-scale projects may be funded at up to \$3 million over five years. Deadlines for full exploratory studies proposals and full-scale project proposals vary, from March 9 to March 28, 2007, based on which program component they address.

DR-K12 supports conferences as well. Relative to any component, conferences should assemble STEM education experts to analyze research and/or strategize for future advances in the field. Letters of intent and preliminary proposals are not required. Full conference proposals, which can request maximum funding of \$100,000, are due by December 1, 2006 and May 8, 2007.

Further information on DR-K12 is available on the web at <http://www.nsf.gov/pubs/2006/nsf06593/nsf06593.htm>.

China Increasingly a Focus of Research Funding

In addition to its Paris and Tokyo offices, the National Science Foundation (NSF) has opened a research operations facility in Beijing. The May 24, 2006, unveiling of the office affirms not only the increasing importance of China in the global science and technology arena, but also the U.S.'s intention to stay firmly aligned with it.

NSF's Office of International Science and Engineering (OISE), which manages the NSF Beijing office, is responsible for soliciting and administering international opportunities

(http://www.nsf.gov/funding/pgm_list.jsp?org=OISE) across many of NSF's hottest priority areas. Some OISE programs, such as East Asia and Pacific Summer Institutes, proposals for which are due by December 12, 2006, give new researchers—in this case, graduate students—a range of experiences they might otherwise spend an entire career trying to acquire: execution of first-hand research, orientation to and ease operating within a foreign society, and firm groundwork for future international research collaborations.

Other OISE programs, including International and Research Education Planning Visits and Workshops, provide travel funding to coordinate integrated research and education projects with overseas partners. Planning visit and workshop proposals may be submitted at any time.

OISE proposals are normally processed and administered according to the country in which the project will take place. Researchers intending to pursue OISE-funded collaborations with Chinese investigators or organizations should contact Rick Nader at rnader@nsf.gov.

NSF's opening of a Beijing office has put the agency at the forefront of the international collaboration field; however other sponsors, such as the Chiang Ching-kuo Foundation, the Energy Foundation, the Asian Cultural Council, and the U.S. Departments of State and Agriculture provide opportunities for collaboration as well. Links to these sponsors are included below.

CCK Foundation: <http://www.cckf.org/e-donation.htm>

Energy Foundation:

<http://www.ef.org/programs.cfm>

Asian Cultural Council:

<http://www.asianculturalcouncil.org/programs.html#2>

U.S. Department of State

<http://www.exchanges.state.gov/education/rfgps/>

U.S. Department of Agriculture

<http://www.fas.usda.gov/icd/grants/scrp.htm>

Recent Awards

Academic Affairs

Marcos Sanchez, CAMP

San Joaquin County Office of Education, \$107,000

Migrant Youth Summer Academy at Sac State, June 25-July 1, 2006

Kolleen Ostgaard, Center for California Studies

Wells Fargo Bank, \$2,500

Real World Civics Summer Internship Program

Michaeline Veden, Academic Technology & Creative Services

Kern County Superintendent of Schools, \$11,750

May 2006 FCMAT Teleconference

Michaeline Veden, Academic Technology & Creative Services

California Department of Health Services, \$101,000

Media Services/Products

Michaeline Veden, Academic Technology & Creative Services

California Department of Parks & Recreation, \$200,000

Graphic and Design Projects (Task Order #3)

Michaeline Veden, Academic Technology & Creative Services

EMT Associates, Inc, \$2,099

Brief Intervention, On Location Videotaping (June 19, 2006)

Michaeline Veden, Academic Technology & Creative Services

EMT Associates, Inc, \$2,070

Responsive Mentoring, Studio Videotaping (June 10, 2006)

College of Business Administration

Stanley Taylor, Management Information Science

California Department of Developmental Services, \$155,000

Review Current Methodologies and Recommend Changes

College of Continuing Education

William Sharar, College of Continuing Education

Cheongju University, Korea, \$61,215

Intensive English Long-Term Study Program

College of Education

Kimberly Rouse, Child Development

Child Action, Inc., \$20,778

Quality Child Care Collaborative Subcontract (Year 3)

David Jelinek, Teacher Education

Davis Joint Unified School District, \$10,028

Academic Talent Search and Davis Joint Unified School District MOU

College of Engineering & Computer Science

Ralph Hwang, Civil Engineering

Governor's Office of Emergency Services, \$16,500

Inundation Map Review Project

Awards Received continued on page 8

NSF International Science and Engineering Program Officer to Visit Campus

Dr. Jennifer Pearl, Program Officer for the National Science Foundation's Office of International Science and Engineering, will be on campus Friday, September 29th, to discuss "Developing and Supporting International Science and Engineering Collaborations."

Specifically, Dr. Pearl will address how faculty and students can collaborate with universities and partners abroad with the following grant programs:

- Partnerships for International Research and Education
- Developing Global Scientists and Engineers
- International Research Fellowship Program
- Pan-American Advanced Studies Institutes
- East Asia and Pacific Summer Institutes

Dr. Pearl's presentation will be Friday, September 29th, from 10:00 – 11:15 a.m. in the University Union, Capital Room (3rd floor). The campus presentation with Q&A is open to all. Coffee, cookies and cheese will be provided courtesy of the Office of Global Education.



University Enterprises, Inc. (UEI) serves as the fiscal agent authorized to accept and administer awards on behalf of Sacramento State.

Recent Awards Continued

College of Engineering & Computer Science Continued Du Zhang, Computer Science

California Department of Transportation, \$200,000
Truck Data Warehouse (MOU 76)

Madeleine Fish, MESA/MEP

Intel Foundation, \$25,000
A Fast Track to Success and Confidence in Math

Ramzi Mahmood, Water Programs

California Department of Health Services, \$40,012
Basic Small Water System Operations Course

College of Natural Sciences & Mathematics

Ruth Ballard, Biological Sciences

National Fragile X Foundation, \$2,500
Transcriptional Dysregulation of the FMRI Gene

Juanita Barrena, Biological Sciences

National Science Foundation, \$800,000
CSU Louis Stokes Alliance for Minority Participation (LSAMP), Phase III,
Year 3

Lisa Hammersley, Geology

National Science Foundation, \$29,104
Increasing Diversity Through Place-Based Learning: Geology of Mexico

Doraiswamy Ramachandran, Mathematics & Statistics

Intel Foundation, \$20,000
Mathematics Tutoring Project at the Roberts Family Development Center

Lynn Tashiro, Physics & Astronomy

Hewlett-Packard Company, \$120,000
Using Mobile Technology and K-8 Partnerships to Prepare Future Science
Teachers

College of Social Sciences & Interdisciplinary Studies

David Zeanah, Anthropology

Bureau of Land Management, \$29,639
Dry Lakes Basin, Summer 2006

Mark Basgall, Archaeological Research Center

California Department of Transportation, \$245,000
Napa 121 Road Widening and Realignment Project Near Duhig Road (Task
Order 4, Amendment 1)

Mark Basgall, Archaeological Research Center

Mark Twain Health Care District, \$43,670
Excavation of Human Remains and Associated Artifacts Found During
Waterline Construction

Mical Kay Shilts, Family and Consumer Sciences

UC Davis, \$15,330
Nutrition Education and Promotion for Adolescents Study (Amendment 3)

Research Administration

Research Administration is responsible for facilitating the activities of faculty and staff in seeking external support for their research and creative activities. This includes identifying funding opportunities, preparing budgets, editing and critiquing proposals, ensuring compliance with regulations, obtaining approvals, facilitating electronic proposal submission, and managing awards in compliance with University and agency policies from account set-up to closing and audit.

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Contract Administration

Contract Administration develops and administers externally funded contracts on behalf of the University. The office serves as a liaison between faculty and government agencies and private sector businesses that seek to contract for faculty expertise, monitors agreements, recruits and facilitates the hiring of staff, provides monthly expense reports, reviews payroll transactions, and secures bids for specialized equipment and services.

Contact Information:

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