

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 RDO 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 RDO who will assist the PI with creating a preliminary budget.
3. The RDO 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 a proposal, the RDO will submit a request on the PI's behalf to University Advancement (UA) for clearance to submit. Upon approval, or if the sponsor is federal/public, the RDO 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 RDO to identify funding sources, budget amount, communicate with Program Officer if necessary, and assist faculty with obtaining collaborators).
2. To meet with Research Development Officer (The Dean requires all proposal submissions to be reviewed by the RDO 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 RDO, 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.
 - Office of 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.
 - Office of Grants and Contracts (OGC): responsible for submitting all proposals and contracts when University resources are involved.
 - Office of Sponsored Programs (OSP) also known as Auxiliary Services Corporation (ASC): assists faculty with post-award management.
- The Faculty Development Center (FDC): training and development resources.
- University Advancement (UA): manages private and foundation relationships.
- Research Development Officer (RDO): 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](#) (updated February 24, 2023)

California State University, Fullerton (CSUF) is the third-largest university in California (in undergraduate student headcount) and largest in the California State University (CSU) 23-campus system (Fall 2022). It serves the Southern California region, in particular Orange County, playing a major role in the economic, social and educational development of its large service area. CSUF is federally designated as a Hispanic-Serving Institution (HSI) and an Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI). Of the 40,386 students enrolled in fall 2022, the ethnic distribution is as follows: Asian 21.8%; Black/African American 2.2%; Hispanic/Latinx 50.2%; Nonresident 3%; Multi-Race 3.6%; Native American 0.1%; Pacific Islander 0.2%; White 16.4%; Unknown 2.5%. CSUF ranks No. **1** in California and No. **3** in the nation in awarding baccalaureate degrees to Hispanic students according to *Diverse Issues in Higher Education, October 2021*.

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 ([January 2021](#)) which also ranked CSUF **third** in most Innovative regional university in the West.

Online Resources

- [CSUF Titan Research Gateway](#)
- [Pivot](#): CSUF pays a subscription for faculty to access funding sources. [Sign-in](#) and access your free account.
- [Hanover Research](#): Research and Insights Webinars for K-12 Education, and Higher Education
- [Grants.gov](#) for federal funding opportunities
- [U.S. Department of Education Grants](#)