

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, RDO, an open RFP, or other Principal Investigator.
2. All proposals to private foundations must secure University clearance prior to submission.
3. The Research Development Officer 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 (cc: Director of Development, Research Development Officer, 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 Development Officer (or the Office of Research Development if the RDO 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 Development Officer and Principal Investigator(s). OGC will review the award document, negotiate on behalf and transmit award document to Office of Sponsored Programs.

Office of Research and Sponsored Projects (ORSP)

Binod Tiwari, AVP, Office of Research and Sponsored Projects

Office of Research Development (ORD)

Office of Grants and Contracts (OGC)

Office of Sponsored Programs (OSP)

College of the Arts

Vacant, ORD

Gloria Hernandez, OGC Officer

Iris Miranda, OSP Administrator

College of Business and Economics

Kristina Rigden, Research Development Officer

Allison Nguyen, OGC Officer

Josh Shepard, OSP Administrator

College of Communications

Vacant, ORD

Trang Do, OGC Officer

Josh Shepard, OSP Administrator

College of Engineering and Computer Sciences

Mary Pons, Research Development Officer

Trang Do, OGC Officer

Josh Shepard, OSP Administrator

College of Health and Human Development

Lisa Lopez, Senior Research Development Officer

Trang Do, OGC Officer

Olga Riveron, OSP Manager

College of Humanities and Social Sciences

Natalie Gharibian, Research Grants Specialist

Gloria Hernandez, OGC Officer

Josh Shepard, OSP Administrator

College of Natural Sciences and Mathematics

Mary Pons, Research Development Officer

Allison Nguyen, OGC Officer

Catie Anders, OSP Administrator

Division of Student Affairs

Yolanda Uzzell, ORD Manager

Tina Tranilla, OGC Assistant Director

Olga Riveron, OSP Manager

College of Education

Kristina Rigden, Research Development Officer

Trang Do, OGC Officer

Letrice Satterwhite, OSP Administrator

University Advancement (UA)

Carlos Leija, AVP, College & Program Development

Lauren Sieven, Senior Director, Foundation and Corporate Relations

Directors of Development (DoD)

College of the Arts

Lara Farhadi, Senior Director

Ann Steichen, Director

College of Business and Economics

Chrissy Vaughn, Director

Trish Reed, Associate Director of Foundation and Corporate Relations

College of Communications

Katie McGill, Executive Director

Courtney Lutkus, Director

College of Engineering and Computer Sciences

Mike Karg, Executive Director

Alex Choperena, Associate Director

Toni Arellanes-Miller, Senior Director

College of Health and Human Development

Jessica Hamman, Director

College of Humanities and Social Sciences

Melissa Martinez, Senior Director

College of Natural Sciences and Mathematics

Mike Karg, Executive Director

Alex Choperena, Associate Director

Division of Student Affairs

Katie McGill, Executive Director

College of Education

Lauren Sieven, Senior Director, Foundation and Corporate Relations