



**PROPOSAL INFORMATION FORM**

PIF#

Parent PIF#

<b>Role:</b> <i>(On this specific project)</i>	<b>Last Name, First Name:</b>	<b>College, Center, or Division:</b>	<b>Department</b>	<b>Compensation and Effort:</b> <i>Select the Type and Identify Total Time:</i>																																											
<b>Principal Investigator</b>				Course Release: Overload:	Non-Academic Time: Cost Match:																																										
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<b>Project Title:</b>																																															
* <i>If the Sponsor or Prime Funding Agency is NSF or NIH, please note that Responsible Conduct of Research (RCR) training will be required if funded (Access here: <a href="#">Responsible Conduct of Research Training</a>). * If the Sponsor is NSF AND your project will be conducted off-campus or off-site, please prepare a Plan for Safe and Inclusive Work Environments (Access here: <a href="#">Safe Working Environments</a>). * NSF's Research Security Training is mandatory for "covered individuals" listed on applications for research and development awards, typically senior/key personnel. (Access here: <a href="#">NSF Research Security Training</a>).</i>																																															
<b>Sponsor Type</b>		<b>Sponsor</b>																																													
<b>Prime Funding Agency</b> <i>(if a subcontract proposal):</i>																																															
<b>Project Period:</b>		<b>From:</b>		<b>To:</b>																																											
<b>1. Involvement of Students (mark all that apply):</b>																																															
<table border="0"> <tr> <td><b>Does this project involve student hiring?</b></td> <td><b>Yes</b></td> <td><b>No</b></td> <td><b>Other involvement of CSUSB students?</b></td> <td><b>Yes</b></td> <td><b>No</b></td> </tr> <tr> <td>If Yes:</td> <td></td> <td></td> <td>(See student activities below)</td> <td></td> <td></td> </tr> <tr> <td>▪ Number of Graduate Students:</td> <td></td> <td></td> <td>▪ Number of Graduate Students:</td> <td></td> <td></td> </tr> <tr> <td>▪ Number of Undergraduates:</td> <td></td> <td></td> <td>▪ Number of Undergraduates:</td> <td></td> <td></td> </tr> <tr> <td>Teaching/Tutoring</td> <td></td> <td>Advising/Mentoring of Others</td> <td></td> <td>Internship</td> <td></td> </tr> <tr> <td>Research/Laboratory Work</td> <td></td> <td>Community Engagement</td> <td></td> <td>Field Work (off-campus)</td> <td></td> </tr> <tr> <td>Clerical/Administrative</td> <td></td> <td>Technical (e.g. Web Development)</td> <td></td> <td>Training</td> <td></td> </tr> </table>						<b>Does this project involve student hiring?</b>	<b>Yes</b>	<b>No</b>	<b>Other involvement of CSUSB students?</b>	<b>Yes</b>	<b>No</b>	If Yes:			(See student activities below)			▪ Number of Graduate Students:			▪ Number of Graduate Students:			▪ Number of Undergraduates:			▪ Number of Undergraduates:			Teaching/Tutoring		Advising/Mentoring of Others		Internship		Research/Laboratory Work		Community Engagement		Field Work (off-campus)		Clerical/Administrative		Technical (e.g. Web Development)		Training	
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<b>2. Requested Amount</b> <i>for the project period:</i>		<b>Direct Cost:</b>	<b>F&amp;A/Indirect Cost:</b>	<b>Total:</b>																																											
<b>3. Facilities &amp; Administration (F&amp;A) /Indirect Cost Applied:</b>		<b>Rate Applied:</b>	<b>47% (On-Campus)</b>	<b>26% (Off Campus)</b>	<b>Other</b>																																										
If "Off-Campus" or "Other" rate is requested, please complete <b>F&amp;A/IDC/Off-Campus Waiver Form</b>																																															
If Other, specify rate:			Specify Reason:																																												
<b>4. Location of Project:</b>		<b>On-Campus</b>		<b>Off-Campus (Specify location[s] (City/State/Country):</b>																																											
<b>5. Will this project require additional space that is not already assigned to the Principal Investigator?</b>																																															
<b>Yes</b> <i>(If yes, discuss and consult with the College Dean and the appropriate Facilities Planning &amp; Space Utilization Manager regarding space needs before proposal submission.)</i>				<b>No</b>																																											
<b>6. Does the proposal require a Cost Match?</b>		<b>Yes</b>		<b>No</b> <i>(If yes, enter the source of funds below):</i>																																											
<b>CSUSB:</b>	<b>Amount:</b>	<b>Cost Match Source of Funds:</b>																																													
<b>Third Party:</b>	<b>Amount:</b>	<b>Cost Match Source of Funds:</b>																																													
<b>Other:</b>	<b>Amount:</b>																																														
<b>7. Type of Project:</b>		<i>Select what is most applicable to the overall scope of work or the majority of project activities throughout the project period. Refer to the definitions on page 3)</i>																																													

**8. Compliance Items: This project involves the following items (please mark all that apply):**

Yes	No	Does the project require/involve	Yes	No	Does the project require/involve
		Human Subjects (IRB)			Animal Research/Use (IACUC)
		Minors			Volunteers
		Radiation Producing Device(s)			Radioactive Material(s)
		Class IIIb or IV Lasers			Recombinant DNA, Biohazardous Chemical(s)
		Domestic Subcontracts			Foreign Subcontracts
		Domestic Travel. If yes, please specify. <b>State:</b>			Foreign Travel. If yes, please specify. <b>Country:</b>
		Use, develop, or have any access to information, materials, equipment, etc. that may be subject to export control laws.			Collaborating with foreign nationals and/or colleagues from foreign countries. Specify. <b>Country(ies):</b>

Other(s). Please specify:

**9. Additional Investigator(s) Information** (List all CSUSB key personnel involved in the project & specify the semester(s) in which the time requested will be provided (e.g. Spring '26), the type of time requested, and the percentage of time or the number of units of released/reassigned time requested).

<b>Role:</b> <i>(On this specific project)</i>	<b>Last Name, First Name:</b>	<b>College, Center, or Division:</b>	<b>Department</b>	<b>Compensation and Effort:</b> <i>Select the Type and Identify Total Time:</i>	
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**10. Subaward(s) Information**

<b>Name</b>	<b>Institution/Entity</b>	<b>Role</b>

## TYPE OF PROJECT

Examples		
Basic research	Applied research	Experimental research
A researcher is studying the properties of human blood to determine what affects coagulation.	A researcher is conducting research on how a new chicken pox vaccine affects blood coagulation	A researcher is conducting clinical trials to test a newly developed chicken pox vaccine for young children
A researcher is studying the properties of molecules under various heat and cold conditions.	A researcher is investigating the properties of particular substances under various heat and cold conditions with the objective of finding longer-lasting components from highway pavement.	A researcher is working with state transportation officials to conduct tests of a newly developed highway pavement under various types of heat and cold conditions.
A researcher is investigating the effect of different types of manipulatives on the way first graders learn mathematical strategy by changing manipulatives and then measuring what students have learned through standardized instruments.	A researcher is studying the implementation of a specific math curriculum to determine what teachers need to know to implement the curriculum successfully.	A researcher is developing and testing software and support tools, based on fieldwork, to improve mathematics cognition for students with special education.

**BASIC RESEARCH** is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.

**APPLIED RESEARCH** is an original investigation undertaken to acquire new knowledge. It is directed primarily towards a specific, practical aim or objective.

**EXPERIMENTAL RESEARCH** is systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.

**INSTRUCTION/CURRICULUM DEVELOPMENT.** Projects under this category include activities such as the development of a curriculum or part of an instructional program, except those for remedial and tutorial instruction, which fall under Student Services. This also does not include activities that are primarily administrative in nature.

**STUDENT SERVICES.** This category includes projects that support enrollment services and activities that primarily support and contribute to students' well-being and development outside the context of the formal instruction program.

**PUBLIC SERVICE.** This category includes activities that are established primarily to provide non-instructional services beneficial to individuals and groups that are external to the institution. These activities include community service programs, institutes, general advisory services, reference bureaus, radio and television, and similar non-instructional services to particular sectors of the community.

**INSTITUTIONAL SUPPORT.** This category includes projects that request support and includes expenses for (1) executive management; (2) fiscal operations; (3) administrative data processing; (4) space management; (5) human resources management; and (6) logistical support services such as procurement, storerooms, safety, security, printing and transportation services; (7) support services to faculty and staff that are not operated as auxiliary enterprises; and (8) activities concerned with community and alumni relations, including development and fundraising

**ACADEMIC SUPPORT.** This category includes projects that primarily provide support services for the institution's primary missions. It includes: (1) retention, preservation, and display of educational – for example, libraries, museums and galleries; (2) provision of services that directly assist CSUSB's academic functions; (3) media and technology Support (unless charged directly to an operating unit); and (4) academic administration.