

California State University, Stanislaus
Office of Assessment and Quality Assurance
Requesting Assessment Grants

Criteria for Assessment Grant Requests

1. Priority is given to assessment projects in academic departments/programs and academic support units in academic affairs that employ “direct” or “authentic” methods for gathering information on student learning (e.g., review and evaluate student work samples).
2. Because allocation determinations are based on our goal of supporting the assessment efforts of faculty and staff across many departments and programs, preference is given to programs which have not received prior funding from the Office of Assessment and Quality Assurance (OAQA).
3. While there is no funding limit, the goal is to fund as many projects as possible and, yet, yield meaningful outcomes.
4. Clear relevance to program’s overall assessment plan must be shown.
5. Methods are to be linked to learning goals (academic units) or institutional effectiveness goals (administrative units).
6. Methods must demonstrate an impact on student learning, success, and/or engagement.
7. The project must have the ability to be completed successfully within the timeline proposed.
8. If previous funding has been received, prior success in completing assessment projects will be considered.
9. If applicable, when research includes human participants and subject to Institutional Review Board (IRB) review, a copy of the IRB approval letter must be provided to the Office of Assessment and Quality Assurance before commencing data collection. CSU Stanislaus’ IRB policy can be found at <http://web.csustan.edu/ORSP/researchguidelines/index.html>. If you are unsure if your research method requires IRB approval please contact the Office of Research and Sponsored Programs (ORSP).
10. Requests must be made prior to initiating the project; no retroactive requests will be approved.

Submission Process

The Request for an Assessment Grant form can be found Office of Assessment and Quality Assurance website, www.csustan.edu/oaqa. Print the completed form and obtain the department chair/supervisor and dean/administrator signatures. Forward the form to the Office of Assessment and Quality Assurance.

It is beneficial to attach any documentation (e.g., copy of the instrument, pamphlets/flyers) that would further explain the methodology and how it will support program assessment.

There is no submission deadline. Consideration is given to each request at the time of receipt which can make it difficult to obtain funding late in the academic year.

Agreement/Acceptance of an Assessment Grant

You will receive notification regarding your request at the end of the review process. If the request is approved the allocation e-mail will include, an “agreement clause” including the following conditions.

1. Complete the assessment project in the timeline described.
2. If requested by the faculty coordinator or associate vice president, agree to participate in a faculty or staff development session in which the assessment project is described and serves as example of an assessment model.

3. Provide an executive summary of the assessment results and how the results will be used for improving student learning or institutional quality.
4. A date whereby any funds not used will revert back into the assessment fund.

For requests over \$100 the following condition will be added to the agreement clause:

5. Funding for 50% of the costs will come from the departmental budget, with such costs to be reimbursed to the unit upon receipt of the executive summary detailing the successful completion of this assessment project.

Accessing the Funds

Funds are accessed by forwarding and completing the appropriate university purchasing/payroll paperwork and forwarding it to the Office of Assessment and Quality Assurance for a chart string and signature. Receipts/invoices will be needed for each item (no exception) and should be forwarded via interoffice mail to MSR 380E on the same day the e-Requisition is emailed.

If the more than \$100 is awarded, the requestor or their designee will need to contact the Office of Assessment and Quality Assurance to coordinate which of the charges will initially be covered by the department. Upon receipt of the report, an expense/budget transfer will be made to cover the remaining expenses by transferring funds from OAQA to the department's account.