

CALIFORNIA STATE UNIVERSITY, STANISLAUS

PROCEDURES WITHIN THE OFFICE OF RESEARCH AND SPONSORED PROGRAMS FOR ANNUAL RSCA SUMMARY TABLE AND *RESEARCH COMPENDIUM* CALL

April

1. The Office of Research and Sponsored Programs distributes to the Deans the call for research, scholarship, and creative activity (RSCA) via email.
Included in the call:
 - Letter template of explanation and request for faculty
 - RSCA reporting template for faculty
 - RSCA compilation reporting template for the Deans
2. Deans to distribute RSCA call and reporting template to faculty.

May

3. Faculty submit individual RSCA contributions, using the provided template, to the Dean's office for compilation.
4. Office of Research and Sponsored Programs begins collection of additional information to be included in the Annual RSCA Summary Table and the *Research Compendium* from the following designated contacts: Honors' Theses (Director of Honors Program); Master's Theses (Dean of Library Services); Master's Projects (Dean of Library Services); Doctoral Dissertations (Dean of Library Services); and CSU Stanislaus Student Research Competition (AVP, Research and Sponsored Programs)

June

5. Each dean's office compiles faculty reports using one college template.
6. Deans forward college RSCA compilation to the Office of Research and Sponsored Programs for initial review.
7. Office of Research and Sponsored Programs completes collection of additional information as noted in no. 4 above.

July

8. Office of Research and Sponsored Programs reviews college reports and works with college analysts to acquire additional information as needed.

August

9. Office of Research and Sponsored Programs makes final edits on college reports and additional information to be included in Annual RSCA Summary Table and the *Research Compendium*.

September

10. The Office of Research and Sponsored Programs forwards final draft of the Annual RSCA Summary Table and the *Research Compendium* to the Vice Provost and Provost for review.
11. Upon final review, Office of the Provost forwards print-ready Annual RSCA Summary Table and *Research Compendium* to University Communications for President's review and printing.