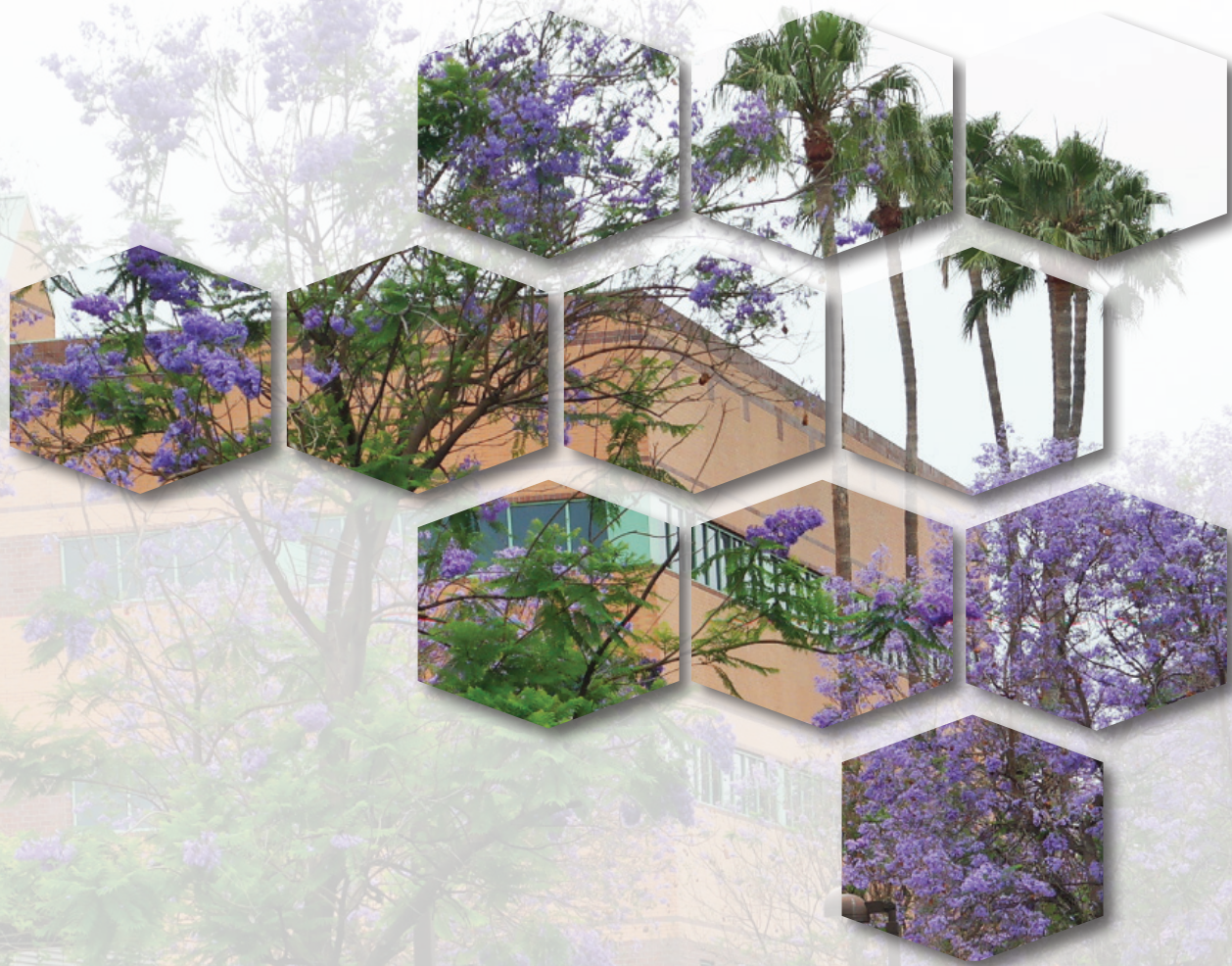


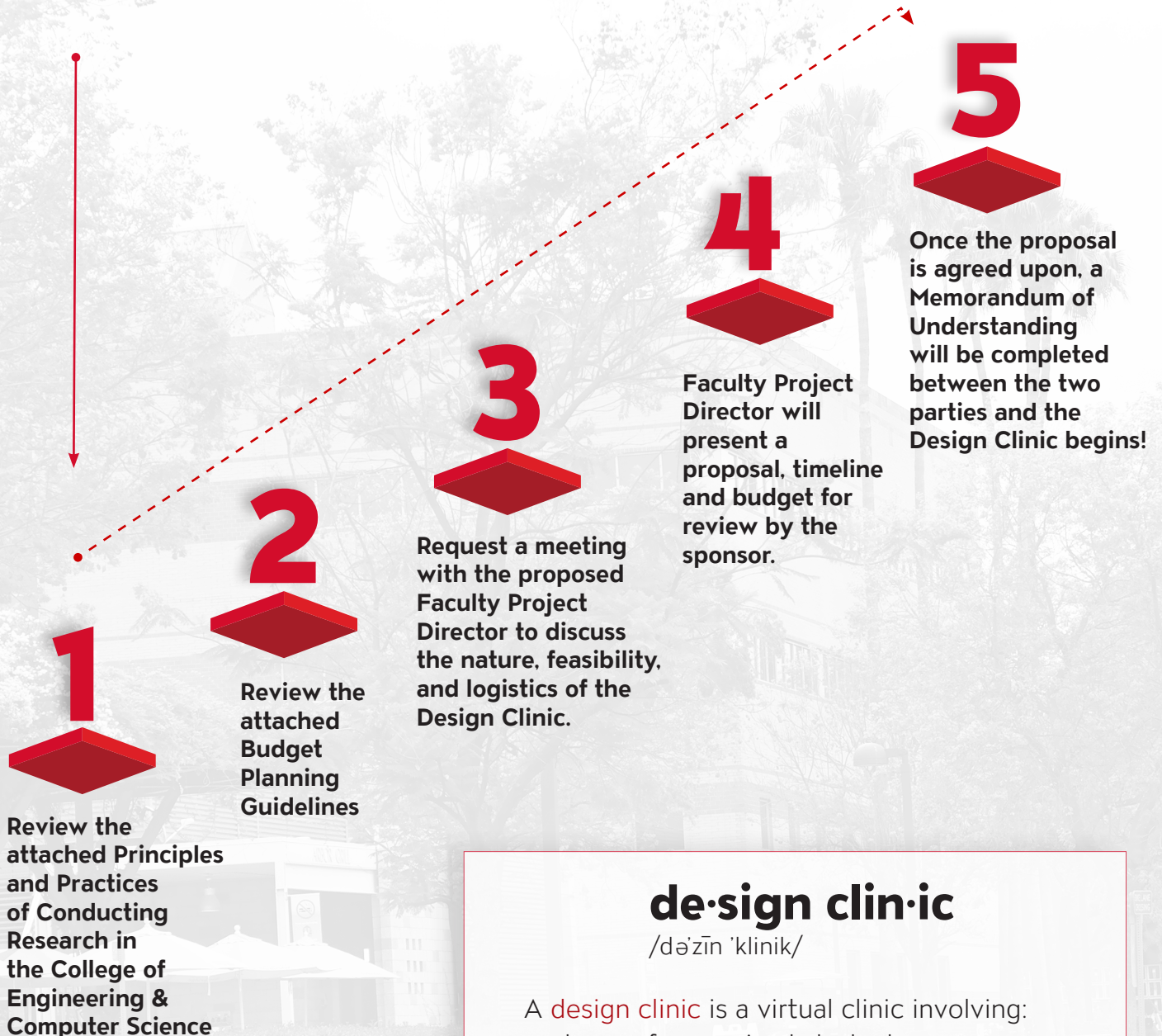
CSUN[®]

COLLEGE OF
ENGINEERING AND
COMPUTER SCIENCE



DesignClinics

STEPS TO FOLLOW



de·sign clinic

/də'zīn 'klinik/

A **design clinic** is a virtual clinic involving:

- a team of supervised students
- at least one faculty project director
- at least one external sponsor who provides funding, and
- a real world problem

Principles and Practices of Conducting Research in the College of Engineering & Computer Science

[Revised October 2020]

PREAMBLE

This document supplements existing California State University, Northridge (CSUN) policies and procedures. Examples of such documents are the **Joint Statement of Policies and Procedures for Administering Grants and Contracts** and other documents governing human resources matters such as **Student assistant/Work Study student Salary Schedule**. Definition of research is as described in the **Joint Statement of Policies and Procedures for Administering Grants and Contracts.**"

OBJECTIVES

The objectives of conducting research in the College of Engineering and Computer Science are to support the mission of the California State University, Northridge. Specifically, research is to benefit (a) student learning, (b) the industrial and technological community we serve, (c) faculty currency and continuous development, and (d) the scientific and technological community at large.

EXTERNALLY FUNDED RESEARCH & EDUCATIONAL SERVICES

Research

Whenever a research project is sponsored by an external source with funding, a faculty member shall serve as the project's principle investigator or project director. Guidelines on budget construction and approval and the responsibilities of the principle investigator or project director are described in the **Joint Statement of Policies and Procedures for Administering Grants and Contracts.**"

Research and Educational Services

When a situation arises where an external entity, public or private, wishes to have services provided by any component of the College, and the entity is to pay for such services, the following guidelines apply:

a. As part of a State organization, we must not engage in services that are in direct competition with private providers in this region. The charge of the service must not be lower than that of any private establishment.

b. The Unit responsible for the service is a Department or a support unit of the College. A faculty member or a staff shall serve as the project manager and be in charge of delivering the service. The content of the service, including cost, must be developed by the project manager in the form of an MOU/contract with the external party and approved by the Department chair, College dean and the Office of University Controller. Before any service is rendered to the external party, the MOU/Contract must be signed by the external party and the department chair. A budget on how the funds of the project are to be spent must be approved by the Department Chair and College Dean.

c. The cost of the service as detailed in the MOU/contract is to be paid by the external party according to the agreement in the MOU/contract. Funds generated from the service shall be deposited in a Department State Trust account. The chair of the Department has the responsibility of making certain all rules governing State Trust accounts are followed in charging costs to the account.

d. The funds generated by such services must be sufficient to cover all direct costs of the service. Any remainder funds for such a service should be managed by the department chair. Spending of such remainder funds are subject to university guidelines on the use of indirect cost funds.

Design Clinic

A well established unique practice in the College is a **Design Clinic**. A **Design Clinic** could be a research and/or development project, funded by an external entity. It is a virtual clinic involving (i) several students, (ii) at least one faculty supervisor (project director), and (iii) at least one external sponsor who provides funding and a real world problem. The faculty supervisor (project director) shall develop a project plan, including budget, expected outcomes and how the project directly involves and benefits students, to be approved by the Department chair, the College dean, and the Office of Research and Sponsored Projects. The guidelines for the development of a budget are published separately. The financial management of a **Design Clinic** follows the same rules as those of a research project. The faculty

supervisor (project director) has the same responsibilities as those of the principle investigator or project director of a research project. At the end of a **Design Clinic**, the faculty supervisor is to produce a report to the Department Chair specifically on student involvements and benefits.

Externally Sponsored Projects without Funding

When a situation arises that an entity, public or private, wishes to have certain project provided by any component of the College, and the entity does not pay for such project, the following guidelines apply:

- a. We must not provide projects for free if such projects are routinely charged for by private providers.
- b. A faculty-in-charge must be willing to provide such projects without monetary compensation.
- c. If students are involved, they must be informed in advance that no monetary compensation is to be expected. The faculty-in-charge must also inform all participating students that he/she has no vested interest in the sponsoring entity as defined by the **Conflict of Interest** guidelines of the University.
- d. No projects can be established without an identified faculty-in-charge and the prior approval of the Department Chair.

DESIGN CLINICS BUDGET PLANNING GUIDELINES

- a. The budgeting practice for Design Clinics shall follow the general guidelines of the **Joint Statement of Policies and Procedures for Administering Grant and Contracts**.
- b. Except for a 10% indirect cost charged by the University Corporation, all cost items shall be direct cost items charged during the time period of the project.
- c. Faculty reassignment cost is based on internal replacement cost and the current actual benefit rate of each faculty member.
- d. Special pay for faculty, if any, shall be within faculty overload limits.
- e. Direct costs incurred at the Department, the Center

for Engineering and Computer Science Research and Education, and the College can include a portion of the respective staff salary and associated fringe benefits.

- f. A sample budget is attached for illustrative purposes.

ADMINISTERING THE BUDGET OF A DESIGN CLINIC

- a. The responsibility of managing the budget resides with the faculty supervisor (project director).
- b. The Department staff assists the faculty supervisor (project director) in preparing necessary invoices signed by the faculty supervisor and the department chair and forwards them to the College Director of Finance and Operations (DFO).
- c. The College DFO approves the invoices and forwards them to University Corporation for disbursement of funds.
- d. All direct costs, as approved in the budget, shall be charged to the project during the project period or at the latest within one month of the completion of the project.

CONTACT INFORMATION

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SAMPLE BUDGET FOR A MINIMUM COST DESIGN CLINIC

Faculty Supervisor: _____
 Department: _____
 Sponsor: _____
 Project Name: _____

Cost Items	Description	Cost \$	Fringe Rate	Fringe Amount	Release Units	Special Pay (\$)
601510	Faculty Project Director	\$ 10,000	51%	\$ 5,100	0	
601530	Other Faculty	\$ -	51%	\$ -		
601130	Students UG	\$ 2,500	4.6%	\$ 115		
601540	Grad Research Assistant	\$ 6,000	4.6%	\$ 276		
601140	Work Study	\$ -	4.6%	\$ -		
601570	LabTech	\$ -	4.6%	\$ -		
601520	Admin Asst. (Dept Staff)	\$ 1,000	51%	\$ 510		
601535	Manager (College Staff)	\$ 1,000	51%	\$ 500		
601590	Coordinator (Center Staff)	\$ 1,500	51%	\$ 750		
601620	Faculty Release Time	\$ 5,900	51%	\$ 3,009		
602000	Benefits	\$ 10,260				
	Sub Total	\$ 38,160				
625710	Subcontractor - University	\$ -				
625720	Subcontractor-NonProfit	\$ -				
625730	Subcontractor- For Profit	\$ -				
625200	ContractSvcs(Consultants)	\$ -				
	Sub Total	\$ -				
630100	Travel	\$ -				
630110	In StateTravel	\$ -				
630220	Out of StateTravel	\$ -				
630400	Seminar/ConferenceFee	\$ -				
	Sub Total	\$ -				
620100	Supplies	\$ 1,000				
	Sub Total	\$ 1,000				
	Total Direct Cost	\$ 39,160				
680900	Indirect Costs (processing fee)	\$ 3,916		@10% of Total direct Costs		
	Sub Total	\$ 3,916				
	Total Cost	\$ 43,076				

Faculty Project Director Signature

Date

Department Chair Signature

Date

* This is an estimate. The actual benefit rates will vary depending on the faculty/staff member.

