
Graduate Studies, Research & International Programs

2007-2012 Report

California State University,
Northridge

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Graduate Studies, Research, and International Programs (GRIP)

Executive Summary

Office of Graduate Studies

1. CSUN GRADUATE STUDENTS

Graduate Student enrollment in the last five years has averaged approximately 4,300 students annually, not including credential students and those enrolled in self-support programs. In 2011, 22.3% of all CSUN degrees conferred were for masters and doctoral degrees (n=1,930). The distribution of graduate degrees awarded by College:

Education.....	36%
Health & Human Development.....	17%
Engineering & Computer Science.....	13%
Social & Behavioral Sciences.....	11%
Science & Mathematics.....	7%
Humanities.....	5%
Arts, Media & Communication.....	5%
Business Administration & Economics.....	3%
Other.....	3%

2. GRADUATE EVALUATION SERVICES

Degrees conferred: In the past five years, the numbers of degrees conferred by Graduate Evaluation Services has grown by 23%, from 1,431 in 2008 to 1,761 in 2011.

DARS: The Office is able to serve more than 4,000 students annually with just two full time Graduate Evaluators, due to the launch of DARS, which has cut processing time in half. *CSUN is the only CSU campus that has launched DARS at the graduate and doctoral levels.* The Evaluators also processes 16 University Certificates (323 students in 2011) and 12 certificates from self-supporting programs.

Electronic Thesis and Dissertation: CSUN is the only CSU campus to use ETD, a web application designed to replace thesis paperwork that students previously filed with Graduate Studies. Launched in 2012, it eliminates the need for students to print and bind copies of their theses.

3. GRADUATE STUDENT SUPPORT: AWARDS AND SCHOLARSHIPS

The Office operates financial support programs from a variety of sources, highlighted below.

Thesis/Project/Performance Support: These \$1,000 grants have increased by 45% in last five years, from 55 students in 2007-08 (\$42,700) to 80 students in 2011-12 (\$52,600).

Graduate Student Conference Travel Awards: \$400 each; these have doubled since 2007, from 48 students (\$31,900) to 97 students (\$38,800) in 2011-12.

Teaching Associates Fee Waiver Program: Graduate Studies serves 35-40 students annually CSU Graduate equity Fellowship Program: maximum award is \$4,500/yr for 2 years; the Office funded 40 students (\$58,000) in 2011-12.

Association of Retired Faculty (ARF) Memorial Award: Funded at \$6,000 annually, the Office awards \$1,500 scholarships to 4 students annually

Nathan O. Friedman Memorial Award for Outstanding Graduate Student: recognizes distinguished scholarship of one award recipient each year at Honors Convocation in May

California Pre-Doctoral Program: CSUN operates one of the largest programs in the CSU (~\$68,000 annually), serves 11 students per year, more than triple that of other campuses. The program provides \$3,000 per student, faculty mentorship, travel funds, internship support

Chancellor's Doctoral Incentive/Forgivable Loan Program: CSUN has supported 33 graduate students since 2007. As of 2011, there are 24 Chancellor's Doctoral Incentive recipients in tenure-track faculty positions at CSUN.

4. GRADUATE STUDENT EVENTS & COMPETITIONS

New Graduate Student Orientation: ~300 students annually; in 2012, the Office launched a Moodle course to replace in-person orientation. All new students will be added to the course.

CSUN Student Research and Creative Works Symposium: Each Spring ~130 student researchers participate (70 oral presentations and 60 poster presentations); 80 faculty serve on review panels.

CSU Student Research and Creative Works Competition: Ten winners from CSUN's Symposium attend and compete at the state level. CSUN students have consistently been awarded 1st place (n=5) and 2nd place (n=10) finishes in past five years.

California Forum for Diversity in Graduate Education (CFDGE): CSUN consistently sends the largest numbers of Latino and African American students, and we typically send the most number of students interested in obtaining a Ph.D. Enrollment has *more than doubled* in the last five years from 48 (2008) to 102 in 2012.

Advancement to Graduate Education (AGE): Annually draws approximately 350 students

5. OTHER PROGRAMS & ACTIVITIES

New Graduate Coordinators Orientation: Hosted annually, 65 faculty members attended in 2012

Distinguished Visiting Speakers Program: In 2012, we received 60 applications and were able to fund 49 speakers (\$44,800).

6. GRADUATE STUDIES COMMITTEE (GSC)

The AVP of Graduate Studies, Research and International Programs (GRIP) serves as Executive Secretary of the GSC. In 2011-12, GSC reviewed and approved 178 curriculum proposals and conducted 8 program reviews.

Office of Research & Sponsored Projects

1. GRANTS ACTIVITY BY THE NUMBERS

Number of Submissions: ORSP submitted ~240 applications annually during each of the last five years, for a total of 1,195 submissions

Funding Levels: Since 2009, we have increased funding levels by 19% on average each year, from \$18,739,541 in 2007-08, to \$24,620,693 in 2009-10, and \$31,732,769 in 2011-12.

2. EXTERNAL SOURCES OF FUNDING

Sources of Funding by Agency Type: In the last five years, the majority of funding has come from federal sources (60%), followed by state (17%), local (12%), charitable foundations (7%), and corporations (4%).

Sources of Funding by Award Amount: Federal (\$77.6 M); State (\$22.2M); Local (\$17.5M); Foundations (\$2.4M); Corporations (\$951K)

Top 5 Federal Funders: National Science Foundation (NSF), National Institutes of Health (NIH), US Department of Education (USDE), NASA, US Department of Energy (DOE)

External Awards by Discipline: The top two Colleges receiving external funding (2011-12) are the College of Science and Mathematics and the College of Education, followed by Social & Behavioral Sciences, Engineering & Computer Science, Business, Student Affairs, Health & Human Development, Humanities, and Arts, Media and Communication

3. INTERNAL SOURCES OF FUNDING

CSUN Competition for Research, Scholarship and Creative Activity (RSCA): Faculty are encouraged to use these awards as seed grants, a means of developing pilot data to improve their chances for success in obtaining external funding. They may receive a mini-grant, not to exceed \$5,000, or three units of reassigned time. On average, 48 faculty members are funded each year.

4. SERVICES AVAILABLE TO FACULTY

For most faculty and staff seeking grants, ORSP is the initial point of contact. To assist in the development, submission and administration of sponsored projects, the Office helps with grants research and development through pre- and post-award support; provides technical assistance, especially budget development, reviews proposals for compliance with funding guidelines and university policies, negotiates terms for awards and contracts, and reviews contractual obligations to ensure that University goals and policies are met.

Monitoring and Reporting: The Office utilizes a database to track submissions and awards. Proposal information is entered upon submission, and updated to track and monitor progress throughout the life of the project.

Grants search engines: ORSP subscribes to SPIN (Sponsored Programs Information Network) and SMARTS (The SPIN Matching And Research Transmittal Service), internet-based systems that allow all campus personnel to search for potential funding opportunities.

Customized grants research: Monthly, customized lists of upcoming grant opportunities are developed and distributed to each College; annually we consult one-on-one with ~100 faculty to research grants.

Research Specialist/Grant Writer: ORSP has seen a steady increase in the number of proposals submitted and awarded since the addition of a research specialist/grant writer position in 2006. The grant writer is also responsible for tracking and disseminating grant opportunities from all levels of government; the position has not only shown itself in the increase in the number of grants submitted but the quality of the grants that we have been able to secure.

Proposal development and submission: to assist in crafting grant proposals, ORSP prepares university data frequently required for proposals to various federal and state agencies; we routinely assist in the preparation of project budgets and budget narratives; the ORSP Director and Assistant Director submit all proposals.

Faculty development: Outreach is conducted to campus units to showcase the services and resources of the Office. More detailed presentations are provided about grants research or proposal development, and that offer skill-building opportunities. Annually, presentations are made at the Faculty Retreat, the New Faculty Orientation, and to faculty groups in the Colleges.

5. COMMITTEES AND COMPLIANCE RESPONSIBILITIES

Research and Grants Committee: The AVP of Graduate Studies, Research and International Programs is a non-voting member of the Committee; the Director of Research and Sponsored Projects serves as Executive Secretary and non-voting member

Committee for the Protection of Human Subjects: ORSP oversees the Standing Advisory Committee for the Protection of Human Subjects (SACPHS), also known as the Human Subjects Committee. This Committee is composed of seven campus reps and two community members. In 2011-2012, The Committee reviewed and acted upon 235 research protocols.

Institutional Animal Care and Use Committee: ORSP also oversees the IACUC. Comprised of five campus representatives and two community members, the Committee reviewed 23 protocols involving the use of animals in research in 2011-12

Ad Hoc Committees: With the growing number of opportunities that limit the number of grants an institution may submit, ORSP has increased the number of Ad Hoc Committees formed to conduct an internal review of grant proposals in response to these limited competitions.

6. ADMINISTRATION OF SUB-AWARDS

ORSP is responsible for ensuring sub-awards to collaborating organizations comply with federal and other regulations, and are consistent with sound business practices. On average, the Office administers approximately 22 sub-awards each year.

Office of International Programs

The Office of International Programs (OIP) handles international exchange agreements, provides services for visiting scholars, faculty and specialists, coordinates international and national delegations and offers student and faculty Fulbright opportunities.

1. DEVELOPMENT OF POLICIES AND PROCEDURES FOR INTERNATIONAL PROGRAMS

OIP, in consultation with CSUN's International and Exchange Student Center (IESC), Admissions & Records (A&R), Office of Contract & Risk Management, the International Education Council (IEC), and the Tseng College of Extended Learning, has reviewed, developed, updated annually:

Policies and Procedures for Developing, Executing, and Evaluating MOUs
Guidelines for Faculty Coordinators; Faculty Mentors; for Annual Review of Student Exchange Programs; and Guidelines for Pre-Departure Orientation
Sample Annual Reports on MOU Student Exchange Program
Sample MOUs with International Partner Universities
Sample Itineraries for Faculty Visits to MOU Partner Universities in China

2. MOUS WITH INTERNATIONAL PARTNER UNIVERSITIES

CSUN has MOUs with 23 countries in four continents. Over the years, more than 90 MOUs have been signed between CSUN and international partner universities, and more than 40 with universities in China. In the past five academic years, 36 MOUs have been signed, 12 of which were existing MOUs pending renewal. As of 2012, five new MOUs are under consideration

Joint or Collaborative Degree Programs with MOU Partner Universities: OIP has developed several joint or collaborative degree programs with partner universities. These include:
2+2 Programs in Finance with Shanghai Normal University (SHNU)
2+2 Program in Engineering with SHNU
2+2 Program in Graphic Art with SHNU
2+2 Program in Health Administration with Guangzhou Medical University (GMU) and Hubei University of Medicine (HUM)
3+1+1 Undergraduate and Graduate Programs in Music with SHNU
Joint graduate program in Educational Leadership and Policy Studies.
China MBA Program for Business Executive (under development)

3. SUPERVISION OF EXCHANGE STUDENT PROGRAMS

In close collaboration with the International and Exchange Student Center (IESC) and A&R, OIP supervises exchange student programs under the existing MOUs.
OIP and faculty coordinators support CSUN student visits abroad for short-term study or performances, working with partner universities to implement specific visitation plans.
Current student exchange programs: China, Korea, Japan, Spain, Ireland, France, Russia, Brazil
New exchange programs under development: England, Germany, Rwanda, Lebanon. This is done on a volunteer basis by faculty coordinators; unlike other CSUs, there are no full time staff/adviser for the on-campus based MOU student exchange programs.

4. FACILITATION OF FACULTY EXCHANGE & COLLABORATION

Working with ORSP, OIP facilitates faculty research and presentations with China Institute Faculty Development Grants, Distinguished Scholar Awards, University Research Grants Collaborative research projects supported include comparative studies in educational administration, teaching and learning, business administration, health care administration, urban planning, philosophy and religion, biological studies, psychological studies, art studies, music, library projects, family and consumer science, fashion design, journalism, and art education. OIP has also developed training for short-term visiting scholars (from one to three weeks). Several hundred university faculty, school, educational, hospital and public health, and business leaders have come to CSUN for training programs, which brought revenue, prestige, and long-lasting academic, political, social, and economic connections to CSUN faculty and students

5. COORDINATION OF EXCHANGE VISITS OF DELEGATIONS

CSUN regularly exchanges 2 to 3 delegations per month. These include presidents, VPs, deans, department chairs, faculty and student representatives to programs like summer study in Russia and Japan, the University Women's Chorale performances at seven major universities in China, and CSUN's Film/TV and Theatre Students' joint performance with sister university students at the Shanghai World Expo, which was highly praised by the Secretary of State Hilary Clinton.

6. PROCESSING INTERNATIONAL PAPERWORK

On average, there are 40-50 visiting scholars at CSUN each year. Often, these scholars bring their families for the duration of their stay. The GRIP office processes all invitation letters, maintains visa paperwork for them, and copies scholars' files. The following are the different types of visas:

J-1 (and J-2) Visa: CSUN may issue a "Certificate of Eligibility for Exchange Visitor (J-1) Status" to enable foreign scholars to apply for a J-1 visa, including their dependents (J-2 visa). The number of J-1 visas doubled from 34 in 2007-08 to 68 in 2011-12 for a total of 280 in last five years (n=212 J-1 visas issued; n=68 J-2 visas issued).

H-1B Visa: The H-1B Temporary Worker visa allows foreign nationals in specialty occupations to work for a period of up to six years. The GRIP office processes approximately 15 H-1B visa applications and H-1B extensions, and 3-5 H-4 visa applications each fiscal year.

TN Visa: This non-immigrant visa allows a Canadian or Mexican citizen to temporarily engage in activities at a professional level. The GRIP office processes ~ 6 TN visas each year.

Permanent Residence: Many international scholars wish to gain Permanent Resident Status (green card). The faculty member's immigration attorney, with support from GRIP, files petitions for Legal Permanent Residence for staff holding permanent academic positions.

7. Fulbright Program Campus Representative

OIP is the Campus Fulbright Program Representative for faculty and students, as registered by the Institute of International Education (IIE) and the Council for International Exchange of Scholars (CIES) in New York, which manage the Fulbright Programs in the U.S. and worldwide.

In 2010, CSUN was ranked by *The Chronicle of Higher Education* as a top producer of Fulbright Scholars within our institution's Carnegie Classification.

In recent years, three CSUN students were recipients of Fulbright Awards.

Twelve CSUN faculty were awarded by the Fulbright Program in the last five years

Centers and Institutes

1. THE CHINA INSTITUTE

Under the guidance of the AVP of Graduate Studies, the Coordinator of OIP serves as the Director of the China Institute at CSUN. Accomplishments in the last five years:

15 exchange agreements between CSUN and Chinese colleges and universities

14 Faculty Development grants to support faculty research and development activities in China

Facilitated short term visits to China by CSUN faculty and students (e.g., faculty sabbatical leaves, CSUN's Women's Chorale joint concerts at seven Chinese universities in 2011)

More than 200 visiting scholars and students from China

Developed and directed training programs for young leaders from Chinese government agencies

Obtained 2 to 6 full scholarships from the Chinese Government Scholarship Council for CSUN students to study in China (making CSUN the number one university in California, and perhaps the U.S., to receive scholarships for American students from the China Scholarship Council).

Expanded the China Institute's role and impact to local schools and community by inviting the community to attend China Institute-sponsored cultural events at CSUN (e.g., annual Chinese cultural nights and New Year's banquets, music performances and art exhibitions).

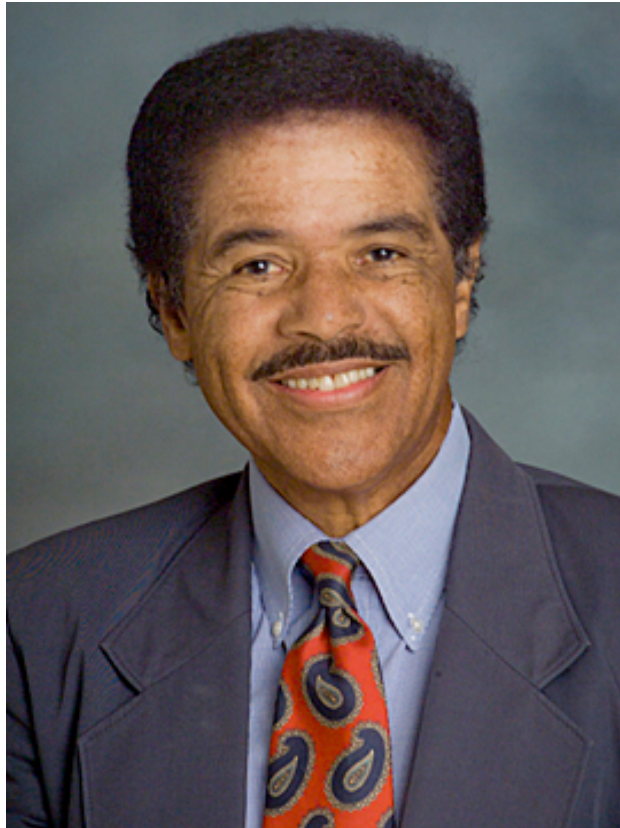
Organized special panels on Chinese culture and traditions for American classrooms

Facilitated educational exchange programs: school visits and comparative education forums in Spring 2012 for 120 American teachers and education administrators from Vaughn Next Century Learning Center in Pacoima in Beijing, Shanghai, and Wuhan, which resulted in an invitation

from Shanghai International Youth Summer Science Camp to Vaughn students, who have applied and been accepted. The OIP is also making arrangements for more than 150 Chinese high school students to study at CSUN and in our local schools in the summer of 2012.

Foreword

For a quarter of a century, the Office of Graduate Studies, Research and International Programs (GRIP) operated under the leadership of Dr. Mack I. Johnson, who passed away on June 6th, 2012. The following document details the responsibilities and accomplishments of this office over the last five years under Dr. Johnson's stewardship. These contributions were a benefit not only for graduate students and faculty, but also for the university as a whole.



Office of Graduate Studies

Mack Johnson, D.V.M., Ph.D.

Associate Vice President of Graduate Studies, Research and International Programs

Tanya Bermudez, *Lead Evaluator*

Tiffany Bonner, M.A., *Evaluator*

Hedy L. Carpenter, M.A., *Associate Director*

Lani Kiapos, *DARS Coordinator*

Gloria Roberts, M.P.A., *Administrative Analyst; Assistant to AVP*

The Office of Graduate Studies is responsible for implementing University policies on graduate student classification, formal programs, culminating experiences, diplomas, advisement for incoming students, probationary and disqualified students, and Interdisciplinary majors.

The Graduate Studies Division encompasses the Graduate Evaluation Services (GES) and the Graduate Studies Committee (GSC), Graduate Student Support Programs, Equity-based programs, CSU System Recruitments, as well as enrichment programs such as the Distinguished Visiting Speakers Program, the Provost's Colloquium Series, and the Jerome Richfield Memorial Endowment.

1. PROFILE OF CSUN GRADUATE STUDENTS

Graduate students represent 14.6% of the CSUN student population (Fall 2011). Most (63.9%) are women and most work at least part time. Their average age is 31.6 years. In 2010-11, 22.3% of all degrees conferred were for masters and doctoral degrees (n=1,930). Graduate Student enrollment in the last five years has averaged approximately 4,300 students annually, not including credential students and those enrolled in self-support programs. It is a diverse group, with 25.2% from traditionally underserved ethnic groups. The distribution of graduate degrees awarded by College can be seen in the below chart.

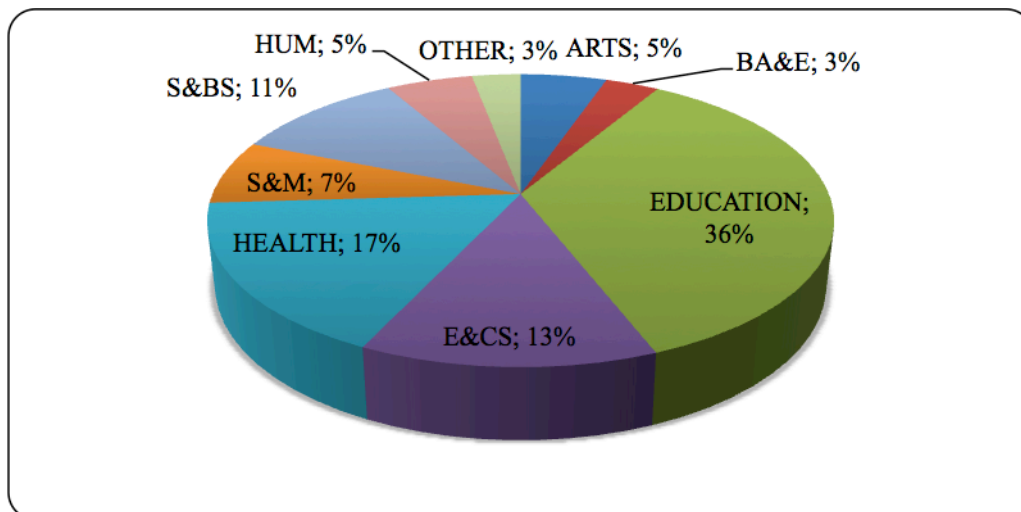


Figure 1: Student Distribution by College (Credential and Self Support Students not included)

2. GRADUATE EVALUATION SERVICES

In the past five years, the numbers of degrees conferred by Graduate Evaluation Services has grown by 23%, from 1,431 in 2008 to 1,761 in 2011. The number of conferred Master's Degrees is provided below (this data does not include self-support programs, credential, or online degrees).

Master's Degrees Conferred 2007-2008 Through 2011-2012

2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
1,431	1,552	1,623	1,761	2,400

2.1 Degree Audit Report System (DARS)

Graduate Studies annually serves more than 4,000 students with just two full time Graduate Evaluators. This has been made possible with the development of DARS. Formerly a manual process to verify courses and grades that counted towards a master's program, which could consume four weeks to complete, a new electronic system has been implemented that allows students to obtain reports via their Student Portal (SOLAR). Launched in 2008, DARS enables students to track their own progress toward degree completion; it also calculates the program GPA to determine whether the student is eligible to be awarded distinction. With DARS, processing time has been cut in half. *CSUN is the only CSU campus that has launched DARS at the graduate and doctoral levels.*

2.2 Electronic Thesis and Dissertation (ETD)

CSUN is the only CSU campus to use ETD, a web application that was designed to replace thesis paperwork that students previously filed with the Office of Graduate Studies. Launched in Spring 2012, it eliminates the need for students to print and bind copies of their theses. Using ETD, student theses are submitted to the Oviatt Library's online repository, ScholarWorks, where they are available and searchable online.

2.3 University Certificate Programs

In addition to conferring degrees, the Graduate Evaluators process and verify 16 University Certificates. The number of University Certificate graduates has grown from 34 in 2008 to 102 in 2011, for a total of 323. The office also processes 12 certificates from self-support programs. Current University Certificate programs are outlined below.

1. Early Intervention for Children with Special Needs/Birth to Five Years (SPED)
2. Advanced Study in Educational Therapy (SPED)
3. Advanced Study in Parent/Child Specialization/Consultation (EPC)
4. Career Education and Counseling (EPC)
5. College Counseling and Student Services (EPC)
6. College Student Personnel Services (EPC)
7. Computers in Instruction (SED)
8. Counseling in Business and Industry (EPC)
9. Post B.A. Certificate Program in Infant-Toddler-Family Mental Health (EPC)

10. Gerontology (HSCI)
11. Music Therapy (MUS)
12. University Certificate in Quality Management (MSEM)
13. Sustainable Engineering Graduate Certificate (CECS)
14. Nurse Educator Certificate Program (NURS)
15. California Teachers of English Learners Certificate Program (EED)
16. California Teachers of English Learners Certificate Program (SED)

3. GRADUATE STUDENT SUPPORT: AWARDS AND SCHOLARSHIPS

The Office of Graduate Studies has intensified its efforts to attract more students from underrepresented groups and provide as many graduate students as possible with financial support from a variety of sources. The following academic, financial, and recruitment programs are available from this office.

3.1 Thesis/Project/Performance Support Program

Awards of up to \$1,000 may be provided to selected students to support travel to a research site, supplies, minor equipment, and library searches. The number of students supported by these awards has increased by 45% in the past five years.

Number of Students Supported by Thesis Awards 2007-2008 Through 2011-2012

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Students	55	57	53	88	80
Total Amount	\$42,700	\$41,400	\$40,000	\$54,800	\$52,600

3.2 Graduate Student Conference Travel Awards

Conference travel awards of up to \$400 may be provided to graduate students who are presenting a paper or a poster at a peer-reviewed, professional conference. With increasing success of our students, travel awards have *doubled* in the past five years.

Number of Students Supported by Travel Awards 2007-2008 Through 2011-2012

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Students	48	31	83	42	97
Total Amount	\$31,900	\$ 10,288	\$28,200	\$22,540	\$38,800

3.3 Teaching Associates Fee Waiver Program

The Office of Graduate Studies operates the State University Fee Waiver Program for Teaching Associates. The office serves 35-40 graduate students annually.

3.4 Non-resident Tuition Fee Waiver Program

A limited number of non-resident tuition fee waivers are provided for out of state graduate students. These students may be recruited by faculty to work on faculty grants or in a few cases are identified as exemplary graduate students who are in need of support. Non-resident fee waivers may also be awarded to international graduate students from foreign institutions that have formal exchange agreements with CSU, Northridge. Graduate students attending CSUN on a Fulbright scholarship are also eligible to receive this waiver.

3.5 CSU Graduate Equity Fellowship Program

This Fellowship program helps to prepare, encourage, and support those graduate students who aspire to obtain a doctorate and pursue an academic career in teaching and research. The maximum award is \$4,500 per academic year and eligible students are eligible for up to two years of support.

Number of Students Supported by Graduate Equity Fellowship Awards 2007-2008 to 2011-2012

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Students	35	39	44	51	40
Total Amount	\$59,000	\$57,000	\$68,000	\$57,500	\$58,000

3.6 Association of Retired Faculty (ARF) Memorial Award

In 2002, CSUN ARF established a yearly \$6,000 fund to recognize graduate students conducting excellent research/creative activity. The Office of Graduate Studies awards \$1,500 scholarships to 4 students annually.

CSUN Association of Retired Faculty Awards by Academic Discipline 2008-2012

2008	2009	2010	2011	2012
<ul style="list-style-type: none"> • Anthropology • Chemistry • Mathematics • Elementary Education 	<ul style="list-style-type: none"> • Music • Biology • English • Kinesiology 	<ul style="list-style-type: none"> • Music • History • Biology • Psychology 	<ul style="list-style-type: none"> • Music • Journalism • Biology • Sociology 	<ul style="list-style-type: none"> • Linguistics • Psychology • Biology • Chicano Studies

3.7 Nathan O. Friedman Memorial Award for Outstanding Graduate Student

Graduate Studies identifies one student each year to receive the Freedman Memorial Award for Outstanding Graduate Student based on a record of distinguished scholarship, a minimum GPA of 3.5, and contributions to the field. The award recipient is announced at the Honors Convocation in May.

Nathan O. Friedman Memorial Awards by Academic Discipline 2008-2012

2008	2009	2010	2011	2012
• Communication	• Geography	• Chemistry	• Social Work	• English

3.8 CSU System-wide Programs

3.8.1 California Pre-Doctoral Program

Funded by the California Lottery, this program is designed to increase the diversity of the pool from which the California State University draws its faculty. It does so by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages.

The Northridge campus operates one of the largest programs in the CSU (~\$68,000 annually). Over the past 5 years, CSUN has supported 55 California Pre-Doc scholars; on average, we serve eleven Scholars per year, compared to about three Pre-Doctoral Scholars per year at the other CSU campuses.

Each California Pre-Doctoral Scholar works closely with a CSUN faculty sponsor to develop a plan that will lead to enrollment in a doctoral program. Plans are tailored to the specific goals and academic objectives of the student. In addition, the program provides \$3,000 per student for:

1. Travel funds for the student and faculty sponsor to visit PhD institutions and professional meetings.
2. Membership dues for professional organizations, journal subscriptions, and research costs.
3. Opportunities to apply for an 8-10 week summer research internship. As an example, in 2011, Pre-Doctoral Scholars had internships at Princeton, NYU, Columbia, Berkeley, University of Washington, and University of Michigan.

Since its inception in 1988, 189 CSUN students have been selected as Pre-Doctoral recipients and 75 have been awarded Honorable Mention status (HM). Graduate Studies provides each HM student with \$1,000 to attend an academic conference or to visit a PhD institution they wish to attend.

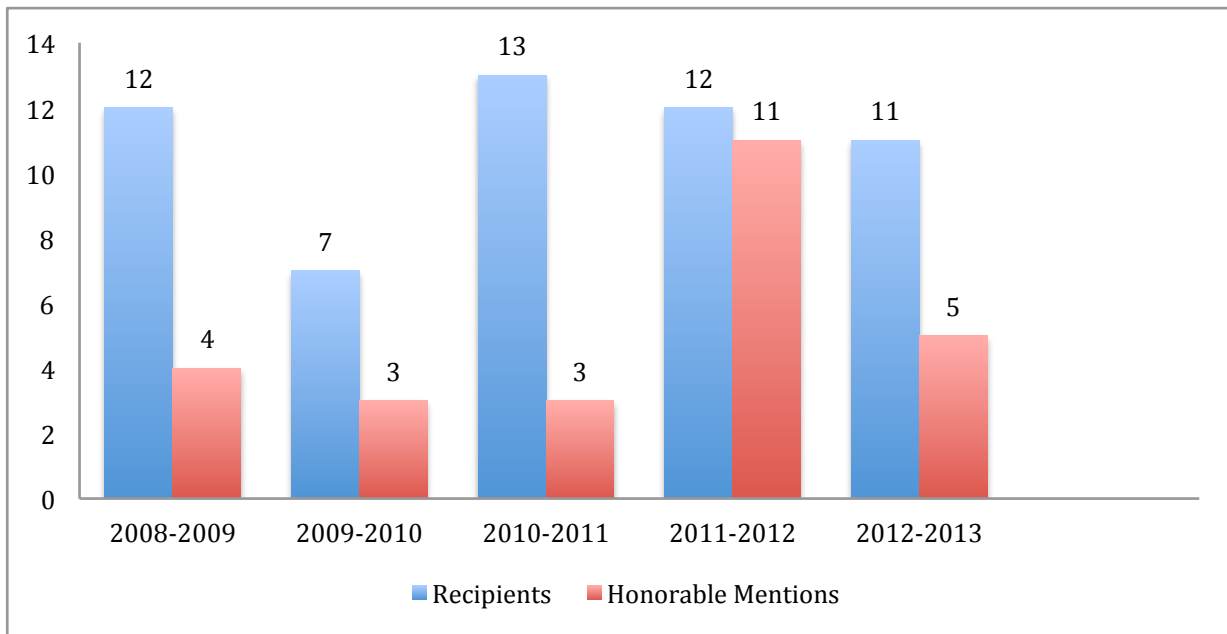


Figure 2: CSUN Pre-Doctoral recipients and honorable mentions over the past five years

3.8.2 Chancellor's Doctoral Incentive/Forgivable Loan Program

The Chancellor's Doctoral Incentive/Forgivable Loan Program (CDI/FLP) is designed to increase the diversity of persons qualified to fill instructional faculty positions at CSU campuses. A limited number of recipients pursuing full-time doctoral study at accredited universities, who are also interested in a teaching career at a CSU campus, are awarded student loans through this program. Applicants from all areas of study are considered, although highest priority is given to applicants pursuing doctorates in STEM fields, where they are considered most severely underrepresented.

The program provides:

- Faculty sponsorship from a CSU faculty mentor
- Loans of up to \$10,000 per year to a total of \$30,000
- A Loan Forgiveness Provision: 20% of the loan is forgiven for each year of full-time teaching in the CSU (under certain circumstances, loan forgiveness for Ph.D.s holding part-time positions)

In the last five years, the Forgivable Loan Program at CSUN has supported 33 graduate students.

	2008	2009	2010	2011	2012
Recipients	9	9	5	6	4

Table 1: Chancellor's Doctoral Incentive Recipients

As of September 2011, there are 24 Chancellor's Doctoral Incentive recipients in tenure-track faculty positions at CSUN.

4. GRADUATE STUDENT EVENTS & COMPETITIONS

4.1 New Graduate Student Orientation

The New Graduate Student Orientation draws in approximately 300 students each Fall semester. In an effort to make information more accessible and to reach all incoming graduate students, as of Fall 2012, the Office of Graduate Studies is launching a Moodle course to replace the in-person orientation. All incoming graduate students will automatically be added to this course (Graduate Students' Information Center), which will be part of their Moodle profile during their academic career.

4.2 CSUN Student Research and Creative Works Symposium

Each Spring, the Office celebrates the excellent quality and diversity of research and creative activity conducted by undergraduate and graduate students across all academic disciplines by hosting a Symposium. Graduate Studies recruits 80 faculty members to serve on review panels and awards cash prizes to the outstanding oral presenter and the runner-up in each category (life science, social sciences, etc.). For the poster presenters, cash awards are given to three students. Approximately 70 oral presentations and 60 poster presentations by student researchers take place each year. Oral presentation winners go on to participate in the CSU Student Research and Creative Works Competition.

4.3 CSU Student Research and Creative Works Competition

This annual system-wide competition takes place shortly after the CSUN Student Research and Creative Works Symposium at a CSU campus in Northern or Southern California. Ten winners from the CSUN Symposium attend and compete at the state level. To prepare for this competition, these ten students attend many practice sessions hosted by the Office of Graduate Studies. Participants give oral presentations before juries of professional experts from major corporations, foundations, public agencies, and colleges and universities in California. CSUN students are consistently awarded 1st place and 2nd place. Both Graduate students (G) and Undergraduates (UG) participate:

1st and 2nd Place finishes by CSUN students 2008-2012

2008	2009	2010	2011	2012
1 st Geography (G)	1 st Biochemistry (UG)	2 nd Psychology (UG)	1 st Biology (G)	2 nd Chicana/o Studies (UG)
1 st Biology (G)	2 nd Biology (G)	2 nd English (G)	1 st Chemistry (G)	2 nd Mathematics (G)
2 nd Kinesiology (G)		2 nd Theatre (G)	2 nd Anthropology & Chicana/o Studies (UG)	2 nd Psychology (G)
2 nd Chemistry (G)				

4.4 California Forum for Diversity in Graduate Education (CFDGE)

The CFDGE forums are biannual events designed to attract advanced undergraduates and master's candidates who are currently underrepresented in graduate programs. Graduate Studies recruits for and attends the CFDGE twice a year (Northern California in Fall and Southern California in Spring). In addition, a Graduate Studies staff member is a representative on the Forum Planning Committee and the Student Participation Subcommittee. The representative attends monthly meetings at the Chancellor's Office in Long Beach.

Every Spring, CSUN sends large contingents of students to the Southern California Forum. We consistently send the largest numbers of Latina/o and African American students, and we typically send the most number of students interested in obtaining a Ph.D. Attendance at the forums has *more than doubled* in the last five years:

	2008	2009	2010	2011	2012
Student Attendance	48	41	121	83	102

4.5 Advancement to Graduate Education (AGE)

The Office of Graduate Studies conducts the AGE conference each year. This is an all day event where students gain valuable information on how to successfully apply to and navigate graduate schools. The conference begins with a keynote speaker and is followed by workshops, such as *Applying to Graduate School*, *GRE Test Preparation*, *Ronald E. McNair Scholars Program*, *Writing Your Statement of Purpose*, *Financing Your Graduate Education*, *Secrets to Graduate School Admissions*, and *Test Strategy Preparation*. Approximately 350 students attend each year.

4.6 GRE Workshops

Graduate Studies organizes free in-depth GRE workshops for undergraduate and graduate students. Representatives from *The Princeton Review* have provided sessions on the GRE Verbal Accelerator, Overall GRE Test Prep, and Refresher on Math. In 2011-2012, each Saturday session was full (~160 students) and more were scheduled (and filled) throughout the year.

5. OTHER PROGRAMS & ACTIVITIES

5.1 New Graduate Coordinators Orientation

Annually, Graduate Studies plans and conducts the New Graduate Coordinators Meeting for current and new graduate coordinators from each CSUN graduate department. Topics covered include TA/GA Union Contracts, Changes to the GRE, Special Programs, Events, and Deadlines, and demonstrations of various system and procedure changes. 65 faculty members attended the 2012 session.

5.2 Distinguished Visiting Speakers Program

Each year, the Office issues a Call for Proposals to bring well-known speakers with cross-disciplinarian appeal to the CSUN campus. In 2012, we received 60 applications and were able to fund 49 speakers. The program is of direct educational benefit to students, faculty, and staff by providing exposure to well known national and international scholars who address important historical and contemporary issues. A summary of the number of events and the total amount distributed over the last five years is provided below.

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Speakers Funded	36	49	32	48	49
Total Amount	\$30,100	\$31,800	\$28,265	\$44,850	\$44,800

6. GRADUATE STUDIES COMMITTEE

The AVP of Graduate Studies, Research and International Programs serves as the Executive Secretary of the Graduate Studies Committee (GSC). This committee studies policy affecting graduate curricula and graduate academic standards, makes recommendations to the Faculty Senate, and maintains liaison with the Educational Policies Committee on curricular matters of mutual interest. The Committee also appoints a GSC member to each Program Review, who serves as an advocate for graduate programs.

Each semester the GSC reviews Curriculum proposals for permanent changes in programs and courses. This includes new programs, new courses, program and course modifications, Selected Topics, and Experimental Topics course proposals. The review includes 400 level courses that departments wish to offer for graduate credit. The GSC has reviewed and approved the following number of curriculum proposals and participated in program reviews in the last five years:

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Curriculum Proposals	208	121	198	339	178
Program Reviews	4	2	8	6	8

Office of Research & Sponsored Projects

Scott Perez, M.A., *Director*

Shelley Bartenstein, Ph.D., GPC, *Research Specialist / Grant Writer*

Shirley Lang, *Assistant Director, ORSP*

Suzanne Selken, M.P.A., *Compliance Officer (Human & Animal Subjects)*

Karen Storey, *Administrative Analyst*

The Office of Research and Sponsored Projects (ORSP) is committed to the principle that research, scholarship, and creative activities are essential to quality instruction, and that the faculty who engage in research, training, and special projects gain knowledge, bring fresh insights to students, enrich the University, and serve the larger community.

With a mission to promote research and assist CSUN faculty and staff in obtaining extramural support, ORSP helps to prepare proposals for grants, contracts, cooperative agreements, sub-awards, and public and private partnerships, which may also include intellectual property development, technology development and commercialization, and other entrepreneurial activities that support the university mission. Support may be in the form of funding, equipment, or other material contributions.

1. OVERVIEW OF THE LAST FIVE YEARS, IN NUMBERS

1.1 Number of Submissions

On average, ORSP submitted 240 applications annually during each of the last five years with a total of 1,195 submissions.

The academic years 2008-09 and 2009-10 saw the greatest number of submissions, due in part to the increase in opportunities made available by the American Reinvestment and Recovery Act (ARRA). However, even after adjusting the totals for ARRA submissions, there was still an increase in submissions. The increase also seems to coincide with the addition of the Research Specialist/Grant Writer position to the staff of ORSP. Other factors, such as the fact that many Principle Investigators (PIs) had grants ending or nearing their expiration, may have also contributed to the increase in activity.

Total Number of Submissions by AY 2007-2008 through 2011-12

2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
197	258	271	243	226

1.2 Number of Awards

Based on the total number of submissions and the number of applications approved for funding, an average of 78.4% of grant proposals submitted between 2007 through 2012 were funded. Applications submitted during the past two years have been approved at higher rates: 83.6%.

Awards Received 2007-2008 through 2011-2012

2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
183	177	185	205	187

1.3 Funding Levels

Figure 1 shows the dollar amount awarded for each of the past five years. Since 2009, we have increased funding levels by 19% on average each year.

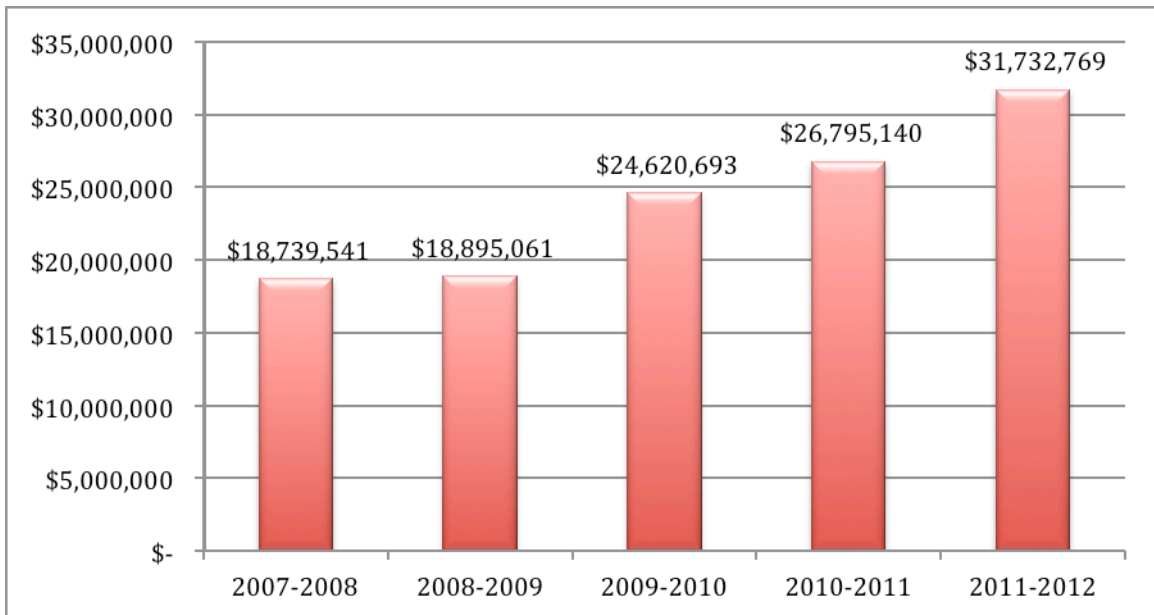


Figure 1: Five Year Award Activity

Each year, our success rates have improved; the 2011-2012 academic year has been the best year for awards in the history of the university, with a total dollar value exceeding \$31 million. This amount is highlighted by the largest award in the university's history—a five year, \$20 million dollar award from the US Department of Education to the National Center on Deafness (NCOD).

2. EXTERNAL SOURCES OF FUNDING

In 1997, the US Department of Education certified CSUN as a Hispanic-Serving Institution, and in 2008, the campus was certified as an Asian American Native American-Pacific Islander Serving Institution (AANAPISI). These designations have enabled considerable success in obtaining grant awards from federal programs that favor HSIs, such as the US Department of Education, the US Department of Agriculture, and the Department of Defense. Over the past five years, the university has received funding for Title V, Title V PPOHA, HSI-STEM, and TRIO, among others.

2.1 Sources and Amount of Funding by Agency Type

In the last five years, the majority of funding has come from federal sources, followed by state, local, charitable foundations, and corporations:

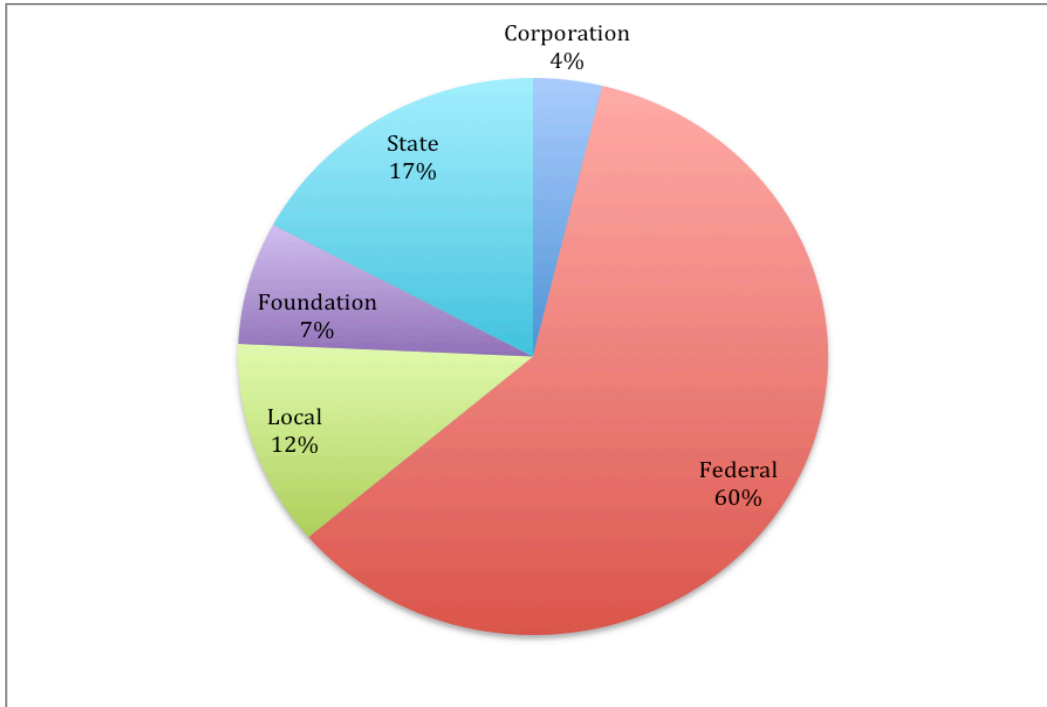


Figure 2: Percentage Source of Funding 2007-2012

The total amount of dollars awarded by each agency type is presented below:

Sources of Funding in Dollars 2007-08 through 2011-12

Agency Type	Federal	State	Local	Foundation	Corporation
Amount	\$77,603,326	\$22,222,711	\$17,555,728	\$2,477,424	\$951,456

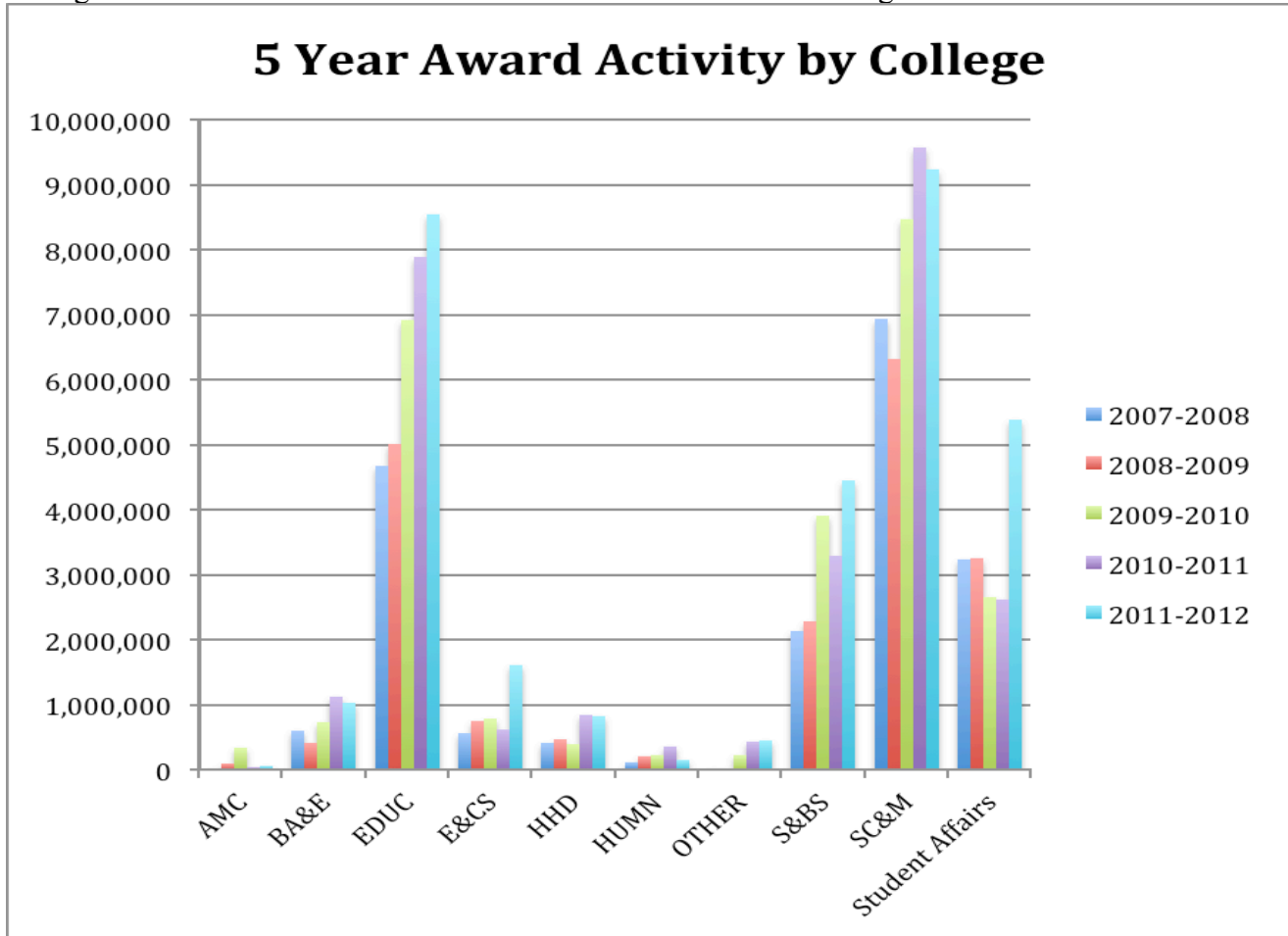
Within each agency type, CSUN faculty have been more successful with some agencies than others. The following table lists the top five sources of grant and contract awards by the total number of awards (vs. dollar amounts funded) from Federal, State and Local departments and agencies:

Top Five Sources by Number of Awards		
Federal	State	Local
National Science Foundation	UC Regents	Department of Child and Family Services
National Institute of Health	CA Department of Education	LAUSD
U.S. Department of Education	CA Department of Rehabilitation	Southern CA Coastal Water Resources Project
NASA	CA Emergency Management Agency	North Los Angeles County Regional Center
Department of Energy	CA Postsecondary Education Commission	City of Los Angeles

(See Appendix A for a complete list of the sources of funding.)

2.2 External Awards by Discipline

Since 2007-2008, the top two colleges in the amount of external funding dollars received are the College of Science and Mathematics and the Michael D. Eisner College of Education.



3. INTERNAL SOURCES OF FUNDING

3.1 CSUN Competition for Research, Scholarship and Creative Activity (RSCA)

Each December, the Research and Grants Committee announces a Request for Proposals for this internal competition. Faculty are encouraged to use these awards as seed grants, a means of developing pilot data to improve their chances for success in obtaining external funding. There are two categories of awards: mini-grant (not to exceed \$5,000) *or* three units of reassigned time.

Year	Total Number of Awards	Total Amount Awarded
2007-2008	50	\$256,293
2008-2009	48	\$234,645
2009-2010	46	\$228,620
2010-2011	48	\$232,308
2011-2012	48	\$251,635

3.2 Jerome Richfield Memorial Endowment

The Jerome Richfield Memorial Endowment stipulates that the faculty member whose proposal receives the highest ranking in the annual Research, Scholarship and Creative Activity (RSCA) Competition be designated the Jerome Richfield Memorial Scholar. The scholar receives 3 units of release time in addition to their RSCA award. Jerome Richfield scholars represent a number of different disciplines:

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Discipline	Geology	Music	Chemistry	Chemistry	Art

3.3 Provost's Colloquium Series

The Office of Research and Sponsored Projects collaborates with the Provost's Office to plan a colloquium series that celebrates faculty research and creative activities. It has become a university tradition for the faculty member selected as the Jerome Richfield Scholar to be the speaker for the Fall colloquium.

4. SERVICES AVAILABLE TO FACULTY

For most faculty and staff seeking grants, ORSP is the initial point of contact. Our goal is to provide high quality support and administrative expertise to the campus community in the development, submission, and administration of sponsored projects. To accomplish this, the office:

- Locates, collects, and disseminates information regarding funding opportunities from federal and non-federal agencies
- Provides resources such as search engines and databases to support grant research by faculty
- Provides technical assistance to researchers drafting proposals, including budget development
- Educates the campus community through presentations on grant topics of interest

- Helps to prepare proposal narratives through grant writing, editing, and development of boilerplate language and institutional summaries
- Reviews proposals for compliance with funding guidelines and university policies
- Processes proposals for submission to sponsoring agencies
- Negotiates terms for awards and contracts
- Reviews contractual obligations to ensure that university goals and policies are met.

The office utilizes a database to track proposal submissions and awards. Proposal information is entered upon submission and updated to track and monitor progress throughout the life of the project.

4.1 Grants Search Engines

ORSP subscribes to an internet-based system that allows all campus personnel to search for potential funding opportunities. SPIN (Sponsored Programs Information Network) enables any CSUN user to search for appropriate funding sources. The SPIN service also includes SMARTS (The SPIN Matching And Research Transmittal Service), which is an automated alerts system that notifies investigators of relevant new programs that match their research interests.

4.2 Customized Grants Research

In addition to supporting faculty in their own efforts to locate funding, the office provides customized searches. Monthly, customized lists of upcoming grant opportunities are developed and distributed to faculty in each College; annually we consult with approximately 100 faculty to seek grants, exposing them to a more diverse pool of potential funding opportunities than they may have identified on their own. This was made possible by the addition of a full-time grants development specialist.

4.3 Research Specialist/Grants Writer

ORSP has seen a steady increase in the number of proposals submitted and awarded since the addition of a research specialist/grant writer position in 2006. The grant writer is also responsible for tracking and disseminating grant opportunities from all levels of government; announcements from federal, state, regional, and city agencies are routinely distributed to the faculty and staff. The expertise that Dr. Shelley Bartenstein has brought to our office has not only shown itself in the increase in the number of grants submitted, but also in the quality of the grants that we have been able to secure.

4.4 Proposal Development and Submission

To assist in crafting grant proposals, ORSP prepares university information frequently required for proposals to various federal and state agencies, including boilerplate text for proposal narratives and summaries of institutional data. All faculty and staff submitting grants this year have also benefited from the availability of editing services offered by the office. We routinely assist in the preparation of project budgets and budget narratives; the ORSP Director and Assistant Director submit all proposals.

4.5 Faculty Development

Each year, outreach is conducted to campus units that showcases the services and resources of the office. Presentations are also conducted that provide more detailed information about aspects of grants research, proposal development, and that offer skill-building opportunities. Annually, presentations are made at the Faculty Retreat, the New Faculty Orientation, and to faculty groups in the Colleges.

5. COMMITTEES AND SUPERVISORY RESPONSIBILITIES

5.1 Research and Grants Committee

The Research and Grants Committee of the Faculty Senate is charged with making recommendations pertaining to faculty research and creative activities and to foster an atmosphere where these activities can flourish. The AVP of Graduate Studies, Research and International Programs is a non-voting member of the Committee; the Director of Research and Sponsored Projects serves as Executive Secretary and non-voting member; and the Assistant Director of ORSP keeps the minutes. ORSP submits the annual report of the Committee to the Faculty Senate each year.

5.2 Committee for the Protection of Human Subjects

ORSP oversees the Standing Advisory Committee for the Protection of Human Subjects (SACPHS), also known as the Human Subjects Committee. This Committee is composed of seven campus representatives and two community members. In 2011-2012, The Committee reviewed and acted upon 235 research protocols. The following table provides the number of protocols approved by the Human Subjects Committee in the last five years:

Human Subjects Approvals 2007-2012

Year	Number of Approvals
2007-2008	219
2008-2009	190
2009-2010	308
2010-2011	328
2011-2012	235

5.3 Institutional Animal Care and Use Committee

ORSP also oversees the Institutional Animal Care and Use Committee (IACUC). Comprised of five campus representatives and two community members, the Animal Care and Use Committee reviewed 23 protocols involving the use of animals in research 2011-2012. The following table provides the number of protocols approved by IACUC in the last five years:

Institutional Animal Care and Use Committee (IACUC) Approvals

Year	Number of Approvals
2007-2008	23
2008-2009	11
2009-2010	18
2010-2011	19
2011-2012	23

5.4 Ad Hoc Committees

With the growing number of funding opportunities that limit the number of applications an institution may submit, ORSP has increased the number of Ad Hoc Committees formed to conduct an internal review of grant proposals in response to these limited competitions.

6. ADMINISTRATION OF SUB-AWARDS

ORSP is responsible for ensuring sub-awards to collaborating organizations that comply with federal and other regulations and are consistent with sound business practices. Critical to this task are: risk assessment of collaborators, sub-recipient monitoring, flow-down of prime award terms and conditions, and ensuring compliance with federal regulations. On average, the office administers approximately 22 sub-awards each year.

Academic Year	Total Sub-awards Issued	Total Amount of Sub-awards
2007-2008	29	\$1,709,973
2008-2009	28	\$925,762
2009-2010	12	\$818,688
2010-2011	21	\$1,290,300
2011-2012	22	\$3,500,145

Office of International Programs

Justine Su, PhD
Coordinator

Gloria Roberts, M.P.A.
Administrative Analyst

The Office of International Programs (OIP) handles international exchange agreements, provides services for visiting scholars, faculty and specialists, coordinates international and national delegations, and offers student and faculty Fulbright opportunities.

In recent years, one of CSUN's strategic goals has been to be "globally engaged" and the international programs developed and implemented by OIP division of GRIP have far exceeded this expectation. CSUN is now a leader among American institutions of higher learning in the hosting of international students, scholars, and delegations, in developing MOU relationships and collaboration, and in sending faculty and students for study and research opportunities out into the worldwide community.

Under the guidance of Dr. Mack Johnson, with the strong support of the GRIP staff and the Coordinator of OIP, Dr. Justine Su, OIP has accomplished several areas of work in the past few years. The following is a list of some of their accomplishments:

1. DEVELOPMENT OF POLICIES AND PROCEDURES FOR INTERNATIONAL PROGRAMS

In order to guide the development of international programs at CSUN and in consultation with the CSUN Chancellor's office's Executive Orders and Policies, CSUN's International and Exchange Student Center (IESC), Admissions & Records (A&R), Office of Contract & Risk Management, the International Education Council (IEC), and the Tseng College of Extended Learning, the following documents have been reviewed, developed, and are annually updated:

- ◆ Policies and Procedures for Developing, Executing, and Evaluating MOUs
- ◆ Guidelines for Faculty Coordinators
- ◆ Guidelines for Faculty Mentors
- ◆ Guideline for Annual Review of Student Exchange Programs
- ◆ Guidelines for Pre-Departure Orientation
- ◆ The CSUN MOU Template
- ◆ Sample Annual Reports on MOU Student Exchange Program
- ◆ Sample MOUs with International Partner Universities
- ◆ Sample Itineraries for Faculty Visits to MOU Partner Universities in China

Related documents have also been created and updated annually, including the "CSUN List of MOU Partner Universities" (<http://www.csun.edu/grip/international/mou.html>), "CSUN List of Study Abroad and Exchange Student Programs" (<http://www.csun.edu/grip/international/studentexchange.html>), and annual reports from faculty coordinators on exchange programs with particular MOU partners.

2. MEMORANDUMS OF UNDERSTANDING (MOUs) WITH INTERNATIONAL PARTNER UNIVERSITIES

CSUN began developing MOU partnerships with international universities as early as 1981. Currently, we have MOUs with 23 countries in four continents. The following subsection provides an overview of policies and procedures for Developing, Executing, and Evaluating Memorandums of Understanding (MOUs) for Campus-Based International and Student Exchange Programs.

2.1 Developing MOUs

Over the years, no less than 90 MOUs have been signed between CSUN and international partner universities, including more than 40 with universities in China. In the past five academic years, 36 MOUs have been signed, 12 of which were existing MOUs pending renewal. As of 2012, five new MOUs are under consideration. (See <http://www.csun.edu/grip/international/exchange.html> for a list of International MOU Partner Universities. For a list of MOU Exchange Student Programs, see <http://www.csun.edu/grip/international/studentexchange.html>).

2.2 Monitoring the Implementation of the MOUs

Oversight of various exchange programs and activities based on the signed MOUs is conducted by the International Programs division of GRIP Office to ensure program compliance with provisions of the individual MOUs.

2.3 Development and Supervision of Joint or Collaborative Degree Programs with MOU Partner Universities

Under the MOUs, OIP has developed several joint or collaborative degree programs with partner universities. These include:

- 2+2 Programs in Finance with Shanghai Normal University (SHNU)
- 2+2 Program in Engineering with SHNU
- 2+2 Program in Graphic Art with SHNU
- 2+2 Program in Health Administration with Guangzhou Medical University (GMU) and Hubei University of Medicine (HUM)
- 3+1+1 Undergraduate and Graduate Programs in Music with SHNU
- Joint graduate program in Educational Leadership and Policy Studies.
- China MBA Program for Business Executive (under development)

2.4 Supervision of Exchange Student Programs

In close collaboration with CSUN's International and Exchange Student Center (IESC) and the Office of Admissions & Records (A&R), the OIP division of the GRIP Office has supervised the implementation of exchange student programs under the existing MOUs. CSUN and international partner institutions may exchange individuals or groups of students for academic studies and/or cultural visits, including performances and exhibitions.

For CSUN student groups to visit partner universities for short-term study or performances, faculty coordinators, in consultation with the Coordinator of International Programs, work closely with departmental and dean's offices, travel agencies, and the international program offices in partner universities to develop and implement specific visitation plans. Faculty coordinators also host relevant student groups from partner universities, with support from their department's office, dean's office, and guidance from the GRIP Office and the IESC.

Currently, we have student exchange programs with MOU partner universities in China, Korea, Japan, Spain, Ireland, France, Russia, and Brazil. Efforts are on the way to develop new student exchange programs with partner universities in England, Germany, Rwanda, and Lebanon. This is done completely on a volunteer basis on part of the faculty coordinators and despite the fact that unlike other CSU campuses, there are no full time staff/adviser for the on-campus based MOU student exchange programs.

2.5 Facilitation of Faculty Exchange & Collaboration

The OIP encourages and supports faculty coordinators to actively collaborate with their counterparts in partner institutions on joint research and training programs, which could result in further collaboration and exchange for other interested faculty, including teaching as visiting professors; participation in joint international conferences and events; and working on individual or collaborative projects during sabbatical leaves.

In collaboration with ORSP, OIP encourages and facilitates faculty research, project development and implementation, and academic and public presentations and publications with the Distinguished Scholar Awards, University Research Grants, China Institute Faculty Development Grants, and other funding sources. Collaborative research projects supported and implemented include comparative studies in educational administration, teaching and learning, business administration, strategic management, national innovation, finance and economics, health care administration, urban planning, historical studies, philosophy and religion, biological studies, psychological studies, film and TV art studies, music and theatre, library projects, family and consumer science, fashion design, journalism, and art education. Many faculty members, in collaboration with their international partners, have presented and published comparative study papers in international, national, and local journals and conferences.

Under the guidance of the Associate Vice President, OIP has also developed and supervised the carrying-out of training programs or workshops for short-term visiting scholars (from one week to three weeks) under the existing MOUs. In the past few years, several hundred university faculty, school, educational, hospital and public health, and business administrators, as well as government/public administration leaders, have come to CSUN for such training programs, which brought revenue, prestige, and long-lasting academic, political, social, and economic connections to CSUN faculty and students. These programs often require involvement with and visits to local educational, social, political, and economic agencies, and have been recognized and commended at the L.A. City Council and local news media for making significant contributions to building friendship, understanding, collaboration, and exchange between the American people and peoples from other parts of the world. Many comparative study papers have been presented and published by participants in these highly intensive and productive workshops and training programs.

2.6 Coordination of Exchange Visits of Delegations

The OIP division of GRIP and the faculty coordinators for the MOUs in conjunction with the partner universities regularly exchange 2 to 3 delegations/representatives per month. These include presidents, VPs, deans, department chairs, administrators, faculty and student representatives to programs like summer study programs in Russia and Japan, the University Women's Chorale's series of nine performances over eight days at seven major universities in China, and CSUN's Film/TV and Theatre Students' joint performance with sister university students at the Shanghai World Expo, which was highly praised by the Secretary of State Hilary Clinton. It is important to note that for each delegation visit, multiple meetings and numerous e-mail communications are necessary for the confirmation of the final visitation plan.

2.7 Processing International Paperwork

With approval from relevant department, college, or university center/institute administrators, the GRIP Office processes all paperwork on formal invitations, visa applications, and extensions for long-term visiting scholars from partner universities. On the average, there are 40-50 visiting scholars at CSUN each year. Very often, these scholars will bring their families and children with them for the duration of their stay. The GRIP office processes all invitation letters, maintains visa paperwork for them, and copies scholars' files. The following are the different types of visas processed by the GRIP office.

2.7.1 J-1 (and J-2) Visa Status

California State University, Northridge has been designated by the United States Department of State as a program sponsor for an Exchange Visitor Program. Under this program, CSUN may issue a "Certificate of Eligibility for Exchange Visitor (J-1) Status" to enable foreign scholars that meet the eligibility criteria to apply for a J-1 visa and enter the United States. An International Visiting or Research Scholar is an individual from abroad who affiliates with an academic or administrative unit for a specified period of time for the purposes of research or study. Scholars may audit classes, teach, or provide other services, as long as they possess adequate English language skills. The purpose of this visa is for academic exchange and is not appropriate for permanent tenure track positions. Dependents of J-1 visa holders are on a J-2 visa, which is also processed by the GRIP office.

According to the U.S. Department of State's Annual Reports, below are the numbers of J-1 Exchange Visitors and J-2 dependents the GRIP office has processed over the last five fiscal years.

- 2011-2012: 68 J-1 Exchange Visitors and 14 J-2 Dependents
- 2010-2011: 41 J-1 Exchange Visitors and 25 J-2 Dependents
- 2009-2010: 29 J-1 Exchange Visitors and 14 J-2 Dependents
- 2008-2009: 40 J-1 Exchange Visitors and 9 J-2 Dependents
- 2007-2008: 34 J-1 Exchange Visitors and 6 J-2 Dependents

2.7.2 H-1B Visa Status

The H-1B Temporary Worker visa allows foreign nationals to work in the United States in specialty occupations for a period of up to six years. When applying for H1B visa status, CSUN must establish that the faculty member will be working temporarily at the University in a specialized occupation. There are multiple stages to the application process. They are as follows:

- Compiling Faculty member's paperwork
- Completing and submitting application forms for the Labor Condition Application (LCA) to the Department of Labor
- Completing and submitting the I-129 form from the United States Immigration and Citizenship Services (USCIS) for approval.
- Notifying the faculty member once the case is approved by USCIS

The GRIP office will file H-1B petitions only for academic tenure-track positions. Dependents of H-1B visa holders are on an H-4 visa. The GRIP office processes approximately 15 H-1B visa applications and H-1B extensions and about 3-5 H-4 visa applications each fiscal year.

2.7.3 TN Visa Status

This non-immigrant visa category allows a Canadian or Mexican citizen (but not landed immigrants) to enter the U.S. temporarily to engage in activities at a professional level. These activities have been defined as undertakings, which require at least a baccalaureate degree or appropriate credentials demonstrating status as a professional.

The GRIP office processes approximately 6 TN visas each fiscal year.

2.7.4 Permanent Residence Status

Many international students and scholars wish to gain Permanent Resident Status (green card) to allow them to live and work in the United States for an indefinite period. The faculty member's selected immigration attorney, with the support of the GRIP office, files petitions for Legal Permanent Residence (green card) for international academic staff holding permanent academic positions.

3. FULBRIGHT PROGRAM CAMPUS REPRESENTATIVE

The Coordinator of OIP also assumes the role of the Campus Fulbright Program Representative for faculty and students, as registered by the Institute of International Education (IIE) and the Council for International Exchange of Scholars (CIES) in New York, which manage the Fulbright Programs in the U.S. and worldwide. Every year, more than a dozen students and many faculty members apply to the program. In 2010, CSUN was ranked by *The Chronicle of Higher Education* as a top producer of Fulbright Scholars within our institution's Carnegie Classification. In recent years, three CSUN students were recipients of Fulbright Awards. The following is a listing of recipients over the past five years:

Andrew Taylor (Undergrad in Multimedia/Film). Assistantship Award to Malaysia for 2012-13.

Grady Turnbull (Undergrad in Special Education). Teaching Assistantship Award to Serbia for 2012-13. (The student had to decline for personal reasons.)

Lisa Baughn (Grad student in Geography). Teaching Assistantship Award to Indonesia, 2006-07.

The following is a list of the CSUN faculty who were awarded by the Fulbright Program in the last five years:

Melissa Wall (Journalism). Notre Dame University, Lebanon. Spring 2012.

Maria Elena de Bellard (Biology). Lecturing and Research, September 2010-January 2011.

Contreras, Diana S. (Chicano/a Studies). St. Theresa's College, India. August - November 2010.

David Ackerman (Marketing). National Chengchi University School of Communications, China. Fall 2010.

Henrich Falk (Theatre). "Fulbright Specialist Award" for 2010-2015. Seoul Institute of the Arts, October 2011.

J'aime Morrison (Theater). Polytechnical Institute in Leiria, Portugal. March-June 2010.

Annie O. Cleveland (Theatre). Department of Theatre and Drama at National Taiwan University in Taipei, Taiwan. 2009-2010.

Richard (Denny) Kernochan (Management). Hue University of Economics, Vietnam. Spring 2009.

Nhut Tan Ho (Mechanical Engineering). The Ho Chi Minh City University of Economics and the American Chamber of Commerce in Vietnam, Ho Chi Minh City Chapter. February-June 2008.

Irene Clark (English), Fulbright Senior Specialist, 2006-11.

Robert L. Chianese (English), Fulbright Senior Specialist, 2005-10.

Angela Lew (Oviatt Library), Fulbright Senior Specialist, 2004-09.

GRIP Supervisory Responsibilities

Mack Johnson, D.V.M., Ph.D.
*Associate Vice President of Graduate Studies,
Research and International Programs*

Gloria Roberts, M.P.A., *Assistant to AVP; Administrative Analyst*
Justine Su, PhD., *Coordinator of International Programs; Director of the China Institute*

1. THE CHINA INSTITUTE

Under the guidance of the AVP of Graduate Studies, the Coordinator of OIP serves as the Director of the China Institute at CSUN. Although at one time there was course release time and funding from the University to the China Institute, currently no working budget, course release time or staff is allocated from the university to the China Institute. Much work has been done on a volunteer basis and with strong support from the generous staff of the GRIP office. Despite all of the challenges, significant exchange relationships and collaborative programs have been developed between CSUN and Chinese higher education institutions. The following are examples of some of the accomplishments in the last five years:

- ❖ Facilitating 15 exchange agreements between CSUN and Chinese colleges and universities
- ❖ Facilitating 14 Faculty Development Grants to support long term faculty research and development activities in China
- ❖ Facilitating short term visits to China by CSUN faculty and students, e.g., faculty sabbatical leaves for research and teaching in our sister universities in China and CSUN's Women's Chorale's joint concerts at seven Chinese universities in Beijing, Shanghai, Nanjing and Hangzhou in the summer of 2011
- ❖ Having more than 200 visiting scholars and students from China
- ❖ Receiving and lecturing numerous Chinese education delegations, providing workshops, visiting local schools, etc.
- ❖ Developing and directing training programs for young leaders from Chinese government agencies
- ❖ Obtaining 2 to 6 full scholarships from the Chinese Government Scholarship Council for CSUN students to study in China (making CSUN the number one university in California, and perhaps in the U.S., to receive the most scholarships for American students from the China Scholarship Council). These students have studied at Peking University, Tsinghua University, Beijing Film Academy, Central Academy of Drama, Central Academy of Fine Arts, Nanjing Normal University, Shanghai Normal University, Shanghai University of Finance and Economics, Northeast Normal University, Central China Normal University, Central China University of Science and Technology, Hangzhou Normal University, Shanghai University, Wuhan University of Technology, Southwest Jiaotong University, and Sichuan University.
- ❖ Expanding the China Institute's role and impact to the local schools and community by inviting the local community to attend many China Institute-sponsored cultural events at CSUN, e.g., annual Chinese cultural nights and New Year's banquets, music performances from China, Peking Opera master classes, and art exhibitions by contemporary Chinese artists. In 2008, the China Institute

teamed with San Fernando Valley Chinese Cultural Association to stage a highly visible and successful Fundraising Concert for China Earthquake Victims, and sent large amount of donation money to support the reconstruction of schools for children, especially those left orphaned after the earthquake.

- ❖ Organizing special panels on Chinese culture and traditions for American classrooms
- ❖ Facilitating educational exchange programs, e.g., school visits and comparative education forums in Spring 2012 for 120 American teachers and education administrators from Vaughn Next Century Learning Center in Pacoima in Beijing, Shanghai, and Wuhan. This visit resulted in an invitation from Shanghai International Youth Summer Science Camp to Vaughn students, who have applied and been accepted. The OIP is also making arrangements for more than 150 Chinese high school students to study at CSUN and in our local schools in the summer of 2012.
- ❖ China Institute Newsletters (2008-2012)

The following is a list CSUN recipients of the Chinese Government Scholarship Council Awards:

2012 – Andrew Javidi (Political Science), China People’s University
2012 – Danielle Cabello (English), Master Degree Program, Qinghua University
2012 – Nina Rocklin (Fashion Design), Shanghai Donghua University
2012 – Alexander Renner (Finance), Shanghai University of Finance & Economics
2011 – Michelle Lao (Kinesiology), Hua Zhong Normal University
2011 – Dale Chang (Secondary Education), Hua Zhong Normal University
2011 – Justin Shenkarow (MBA), Shanghai University
2011 – Won Gi Lee (Modern and Classical Languages), Zhejiang Normal University
2011 – Matthew Myers (Finance), Master degree program, Qinghua University
2010 – Karene Danielian (Finance), Shanghai University of Finance and Economics
2010 – Kelley Friedland (Health Science), Huazhong Univ.of Science and Technology
2010 – Areeya Tivasuradej (Geography), Southwest Jiaotong University
2010 – Dale Chang (Secondary Education), Central China Normal University
2010 – Lisa Farber (Theatre), Beijing Language and Culture University
2010 – Matthew Myers (Finance), Master degree program, Qinghua University
2009 – Susan Tang (Health Science), Central China University of Science and Technology
2009 – Danielle Cabello (English), Northeast Normal University
2009 – Lisa Farber (Theatre), Central Theatre of Academy in Beijing
2009 – Don Duprez (Anthropology), Wuhan University of Science and Technology
2008 – Matthew Myers (Finance), Shanghai University of Finance and Economics
2008 – Dara DiGerolamo (Journalism), Shanghai Fudan University

2. OTHER CENTERS & INSTITUTES

Upon the request of the President and the Provost, the Graduate Studies office has been responsible for overseeing all Centers and Institutes at CSUN until Fall 2010, when all responsibilities were transferred to the College of Social and Behavioral Science’s dean’s office.

2.1 Purpose and Function

Centers help to facilitate the accomplishments of the regular instructional function and the basic administrative organization of the university (colleges, departments, interdisciplinary academic

programs). However, there are other appropriate research, creative, and service functions that may be better handled by alternative administrative structures, such as centers or institutes. If center activities result in proposals for new degree or credit-bearing courses, the normal process for course development, adoption, and approval should be followed as specified in University policy.

2.2 Types of Centers

1. University center: A university center is concerned with subject matter of sufficient breadth to involve disciplines from two or more colleges. Administration of a university center may be assigned to an individual college.
2. College center: A college center is concerned with subject matter confined primarily to disciplines organized within a single college.
3. Department center: A departmental center is concerned with subject matter confined primarily to a single discipline represented by an academic department. It is recommended that, in units where two or more centers are formed, consideration be given to establishment of a unit center in which each of the individual centers would operate as a sub-unit. Normally, these are college centers.

2.3 Annual Report

Annually, the director issues a written progress report. The Annual Report includes an executive summary of the center's programs and activities sufficient to make clear the nature of the various projects and activities. A financial statement and balance sheet for the year are also included in each Annual Report. Copies of the annual and financial reports are sent to the provost and vice president of Academic Affairs to review.

In addition, the CSU chancellor is responsible for monitoring the campus implementation of policies and procedures governing centers and institutes. To ensure fulfillment of this responsibility, Executive Order No. 751 requires CSU, Northridge to send an annual report on the University's centers and institutes.

3. INSTRUCTIONALLY RELATED ACTIVITIES (IRA)

The Instructionally Related Activities (IRA) program provides funding for out-of-class experiences for students participating in an academic program, discipline, or department, which is integrally related to one of its instructional courses. The activities are deemed essential for providing a quality educational program and constitute a vital and/or enhanced instructional experience for students. An advisory committee on instructionally related activities was formed to advise the campus President regarding both the level of the fee and allocation of fee revenue. This appointment reflects the responsibility to counsel applicants regarding proposals toward meeting the criteria for instructionally related activities as defined in Education Code Section 89230 and in the University document "Instructionally Related Activities Advisory Board Operating Policies and Procedures."

An advisory committee is composed of two administrators, two faculty members appointed by the University President, and four students appointed by the Associated Students President. An administrator representing the academic division of the University serves as the representative of the President. The committee has budget hearings and one final meeting for budget allocations.

Emergency and Supplemental Fund meetings are scheduled as needed. There are 80 or more requests for IRA funding submitted by faculty each fiscal year. As of July 2012, the IRA has been transferred to the Office of Academic Resources and Student Affairs.

Appendix A: Funding Sources for 2007-2012

Agency	Type	Count
Pratt and Whitney Rocketdyne	Corporate	8
Catholic Healthcare West	C	6
Lily Academy of Japan	C	5
Northrop Grumman	C	4
Electro Chemical Finishing	C	2
Lodestar Management/Research Inc.	C	2
United States Institute for Theatre Technology	C	2
ASM Affiliates Inc.	C	1
Boeing	C	1
Cotton Inc.	C	1
DMJM Harris	C	1
Dytran Instruments, Inc.	C	1
EDAW, Inc.	C	1
Medtronic MiniMed	C	1
Stonefield Josephson, Inc.	C	1
National Science Foundation	Federal	173
National Institutes of Health	F	149
United States Department of Education	F	106
National Aeronautics of Space Administration (NASA)	F	22
Department of Energy	F	13
Internal Revenue Service	F	12
Office of Naval Research	F	12
Army	F	11
Edwards Air Force Base	F	7
Jumpstart Inc.	F	7
Homeland Security	F	6
National Geospatial-Intelligence Agency	F	6
Navy	F	6
National Endowment for the Humanities	F	6
Department of Defense	F	5
Jet Propulsion Laboratory	F	5
Regents of the University of California	F	5
Corp for National Service	F	4
Optical Physics Company	F	4
Project GRAD LA/USDE	F	4
Southern California Earthquake Center	F	4
United States Department of Agriculture	F	4
Administration of Children, Youth, and Families	F	3
Department of Justice	F	3
National Writing Project	F	3
United States Department of Transportation	F	3

AMERICORP	F	2
Centers for Medicare and Medicaid Services	F	2
Defense Threat Reduction Agency	F	2
Health and Human Services	F	2
Housing and Urban Development	F	2
Oregon Health and Sciences University/U.S. Department of Education	F	2
United States Department of Justice	F	2
Air Force	F	1
California Sea Grant	F	1
Centers for Disease Control	F	1
California Writing Project/No Child Left Behind Act	F	1
Department of Labor	F	1
Integrated Ocean Drilling Program	F	1
National Endowment for the Arts	F	1
National Oceanic and Atmospheric Administration	F	1
STARTALK	F	1
United States Geological Survey	F	1
United States Agency for International Development	F	1
Local		
Department of Children and Family Services	Local	41
Los Angeles Unified School District	L	22
Southern California Coastal Water Research Project	L	15
North Los Angeles County Regional Center	L	11
City of Los Angeles Community Development Department	L	6
City of Los Angeles	L	6
Los Angeles County Office of Education	L	5
Los Angeles Bureau of Sanitation	L	3
Los Angeles County Superior Court	L	3
Los Angeles Community Dev. Dept. & Workforce Investment Board	L	2
Callequas Municipal Water District of Ventura County	L	1
Friends of the Family	L	1
Huntington/USC Institute on California and the West	L	1
Los Angeles County Board of Supervisors	L	1
Los Angeles County Department of Public Health	L	1
Metropolitan Water District	L	1
Newhall County Water District	L	1
Private		
American Chemical Society Petroleum Research Fund	Private	10
Research Corporation	P	10
American Heart Association	P	4
National Board for Professional Teaching Standards	P	3
National Collegiate Inventors and Innovators Alliance	P	3
Robert Wood Johnson Foundation	P	3
California Endowment	P	2
Camille and Henry Dreyfus Foundation	P	2
El Proyecto del Barrio	P	2
Integrated Ocean Drilling Program/Consortium for Ocean Leadership	P	2
Moore Foundation	P	2
National Multiple Sclerosis Society	P	2
San Francisco Estuary Institute	P	2
Volunteers of America	P	2
American Society For Cell Biology	P	1
Association of American Colleges and Universities	P	1

Bechtel Foundation	P	1
California Academic and Research Libraries Association	P	1
China-Hemp Investment and Holdings	P	1
Corporation for Public Broadcasting	P	1
Gates Foundation	P	1
James Irvine Foundation	P	1
RMIT University	P	1
Thomas B. Fordham Foundation	P	1
United Nations Environment Programme	P	1
United Negro College Fund	P	1
VICA Research Foundation	P	1
Wolf Aviation Fund	P	1
Wyncotte Foundation	P	1
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Regents of the University of California	State	12
California Department of Education	S	11
California Department of Rehabilitation	S	8
California Emergency Management Agency	S	8
California Postsecondary Education Commission	S	8
California Department of Boating and Waterways	S	7
California Coastal Commission	S	6
California Department of Public Health	S	5
California State University	S	5
Office of Statewide Health Planning and Development	S	5
Legislative Counsel Bureau	S	4
Office of Traffic Safety	S	4
California Department of Health Services	S	3
California Office of Emergency Services	S	3
Commission on Teacher Credentialing	S	3
California Writing Project	S	3
California Department of Fish and Game	S	2
California Workforce Investment Board	S	2
California Institute for Regenerative Medicine (CIRM)	S	2
CSU Program for Education and Research in Biotechnology	S	2
Employment Development Department	S	2
Office of Criminal Justice Planning/Office of Emergency Services	S	2
State Water Resources Control Board	S	2
UCLA	S	2
California Council for the Humanities	S	1
California Department of Developmental Services	S	1
California Energy Commission	S	1
California Public Utilities Commission	S	1
California State Board of Behavioral Sciences	S	1
California Social Work Education Center	S	1
College of the Canyons	S	1
CSU San Luis Obispo	S	1
PIMSA Programa de Investigacion en Migracion y Salud	S	1