

Office of Grants, Research, & Sponsored Programs (GRASP)

REQUEST FOR PROPOSALS

Research, Scholarship, and Creative Activity

Project Period July 1, 2024 - May 1, 2025

INTRODUCTION

The Research Council of the University and the Office of the Provost invites proposals to conduct research, scholarship, and creative activity. Funding for the Initiatives is provided by the Chancellor's Office for Research, Scholarship, and Creative Activity and the Office of the Provost. This is a call for proposals to be conducted during the 2024-2025 school year.

1) Three (3) Distinct initiatives with Applicable Funding Resources

- RCU: The Research Council of the University provides funding for mini-grant support up to \$5,000.
- PSA: Provost's Scholars Award provides funding for one 3-4 unit course release time and mini-grant support for conference travel up to \$2,500.
- PDP: The Provost's Proposal Development Program funds provides funding for one 3-4 unit course release time and mini-grant support up to \$3,000.

2) Expected Outcomes for Each Initiative

- RCU: Funded projects can result in the creation or addition of preliminary data, submission of research work for publication, a creative production, or conference presentation.
- PSA: Funded projects can result in a conference presentation.
- PDP: Funded projects can result in proposal submissions for external funding. Faculty will work with GRASP personnel to identify, develop, and submit a proposal(s).

3) Proposal Guidelines

- Each funding proposal must be distinct; you may apply to more than one funding initiative with distinct research proposals/projects.
- All faculty (full-time and part-time) may apply for funding to support research, scholarship, and creative activity; joint authorship proposals are acceptable.
- All proposals will be judged on merit.
- Tenure-track faculty will receive priority.
- Individuals who have been supported previously through this program are eligible to reapply. However, individuals who have received support anytime during the past three (3) years will receive lower priority.
- Recipients of funding support are required to submit 6, 12, and 18-month reports (including title or citations of books/manuscripts, papers, and grant applications) to the Office of Grants, Research and Sponsored Programs. Failure to submit a report on an award makes an applicant ineligible for future support.
- PSA: Proposals should identify publication(s) and conference(s) of interest.
- PDP: Proposals that potential identify external sponsors and/or appropriate funding announcements will be given priority.
- PDP: Awardees will be required to meet as required in the development of a proposal and in preparation of submission by the external sponsor deadline.
- Priority will be given to those projects which provide support for student researchers.

Funding Resources

Applicants must document and justify the request for mini-grant support and/or course release time.

1) Mini-grant

Funds will be provided to faculty for mini grants to support promising research, scholarship, and creative activity. Mini-grant funds can be used to pay undergraduate and graduate students as project assistants, to cover supplies and services needed for project completion, to purchase special supplies needed for this project, and to cover necessary travel expenses. Travel needed to collect data and/or consult materials otherwise not available locally is allowed. Conference travel may be allowed provided that the purpose is to present, disseminate the results of the proposed research. Travel must be clearly justified as integral and necessary. Faculty are encouraged to submit projects for which the mini-grant will serve as seed money for future research and extramural funding.

2) Course Release Time

Only tenure and tenure-track faculty are eligible to apply for release time. Each proposal can request for assigned time to be released from no more than one course (3-4 WTU). Faculty must justify the need and use of the assigned time. Please discuss the request for released time with your Department Chair to ensure that adequate replacement arrangements are made prior to proposal submission.

Proposals may be funded in whole or in part of the requested resources based upon committee review.

PROPOSAL REQUIREMENTS

A completed proposal must contain all the following elements:

1. Cover Page (Separate attachment). Complete all sections. All copies of the proposal must have a copy of the cover page with appropriate signatures.
2. Description of Proposed Activity (limited to two pages max and one page of reference)
 - A. ABSTRACT - Give a concise statement of the problem and purpose for your study including methodology. Note that reviewers may not have a background in your field, so try to keep discipline-specific technical terms and concepts (including mathematical formulae) to a minimum and do not use undefined acronyms or abbreviations.
 - B. PROPOSED ACTIVITY - Give an overview of the proposed activity that clearly shows how the problem statement is to be addressed, with a timeline and milestones as appropriate.
 - C. SIGNIFICANCE - Please state and justify the importance/significance of your project.
 - D. OUTCOMES - State clearly the anticipated outcomes of the proposed activity, including plans for future extra mural support and dissemination.
 - E. STUDENT INVOLVEMENT - Define clearly the type of activities for student involvement in the project and describe the educational merit of that involvement or indicate if student involvement is not applicable. Student involvement is highly encouraged for all proposals.

Proposals requesting additional funding for on-going programs must specify how the current proposed activity will extend/complement earlier efforts.

3. Budget Justification Narrative (limited to two pages)
 - A. Provide detailed justification for request of mini grant funds (all applicable funding categories), and/or release time in the application fields.

- B. List the source and amount of any previous financial support and/or release time for this or any related project.
 - C. List other sources (Faculty Development, SRS, Dean, startup, etc.) of support and/or release time you have received from CSUB in the last five (5) years.
4. Vita (limited to two pages for each faculty member). Provide a vita which contains information relative to your ability to carry out the proposed project.
 5. Submit a one to two-page summary report detailing the outcome(s) of past award(s).
 6. Completed Info ready online application and submission through the portal.

Proposal Format

It is important that all proposals conform to the instructions provided in this Request for Proposals (RFP). Conformance is required and will be strictly enforced. Proposals that are not consistent with these instructions will not be considered by the RCU.

- Formatting: Application must be single spaced, 1-inch margin, and 12 pitch font.
- Cover page: Must be signed by you, your chair, and not to exceed 2 pages maximum.
- Proposed Activity: Must be limited to one page of reference and 2 pages maximum containing the following subsections: Abstract, Proposed Activity, Significance, Outcomes, and Student Involvement.
- Resources: Must be limited to 2 pages maximum; contain itemized budget with justification; contain justification for release time, if applicable; contain a list of all previous support from CSUB in the past 5 years, including startup funds, release times, Dean's support, RCU, etc.
- Vita: Must be limited to 2 pages maximum and contain information relative to your ability to carry out the proposed project.
- Outcome of prior support: Submit a one to two-page report detailing outcome of past award(s).

CONFORMANCE WITH INSTRUCTIONS FOR PROPOSAL PREPARATION

It is important that all proposals conform to the instructions provided in this Request for Proposals (RFP). Conformance is required and will be strictly enforced. Proposals that are not consistent with these instructions will not be considered. Particular attention is given to proposal length, content and formatting, including the page limitation on the Description of Proposed Activity and other proposal sections.

Human or Animal Subjects Research – Research Compliance

All RSCA applications are reviewed to ensure research compliance. An award is contingent upon abiding by human or animal subjects research compliance standards as applicable. Applicants will have their proposal be assessed and be provided directive to ensure IRB or IACUC approval or exemption. Applicants should abide by the resulting directive and complete all necessary work to have research approval or exemption by the end of May 2024. We recommend working/submitting IRB or IACUC applications/protocols shortly in parallel with the submission of a RSCA application to meet this timeframe. Contact Gwen Parnell, Research Compliance Analyst, should you have questions at gparnell@csub.edu or 661-654-6712.

Are humans or animals involved as subjects in your research project? If so, please supply an IRB (humans) or an IACUC (animals) authorization letter with your application if available.

Human Subjects: please see definition of human subjects research at the following link:
<https://www.csub.edu/grasp/human-subjects-institutional-review-board.shtml>

Animal Subjects: the principal investigator on every IACUC protocol, as well as others having substantial contact with the animals must be certified as having appropriate training in the Humane Care and Use of Animal Subjects (HCUAS). Training materials for this purpose are available online:
<https://www.csub.edu/grasp/institutional-animal-care-and-use-committee.shtml>

Proposal Deadline and Applicant Portal

The deadline for proposal submission will be February 28th, 2024 at 11:59pm. Submissions will be accepted through InfoReady submission portal at <https://csub.infoready4.com>

Proposals must be complete including the cover sheet signed by Department Chair. Faculty are responsible for ensuring that the Department Chair has sufficient time to review and sign the cover page of the proposal. Proposals submitted after the deadline will not be accepted.

Awards are expected to be announced in May/June 2024 subject to the committee's merit review and availability of funding.

**For assistance, please contact Manuel Barrera in the
Office of Grants, Research, & Sponsored Programs, DDH D-108 [x3534], mbarrera@csub.edu**