



REQUEST FOR PROPOSALS: Research, Scholarship, Creative Activity and Grant Submissions

Project Period: July 1, 2027 - May 1, 2028

Funding Opportunity Information

The Office of Grants, Research and Sponsored Programs invites the submission of proposals that support research, scholarship, creative activity and grant proposal submissions. The funding is for the 2027-2028 school year. Funding is provided by two sources, the CSU Chancellor's Office and the Office of the Provost. The Research Council of the University (RCU) serves as the review panel for recommendations for funding to the GRaSP office. Listed below are the Four (4) separate funding opportunities where faculty are invited to apply to one. Please note that there have been changes to the opportunities as compared to last year.

- Chancellor's Office Grant (COG formerly the RCU): The COG provides funding for internal grant support up to \$6,000. This funding supports the collection of preliminary research or creative activities that will lead to the submission of research work for publication, creative production, or a conference presentation. *This funding opportunity is geared toward supporting faculty that need financial support to collect preliminary data and activity.*
- Provost's Scholars Award (PSA) – Individual Investigator: The PSA provides funding for one 3 work time units course release where the support will result in a publication and/or conference presentation. *This funding opportunity is geared toward supporting faculty that need time away from teaching to complete their project.*
- Provost's Scholars Award (PSA) – Interdisciplinary Team: The PSA provides funding for internal grant support up to \$5,000 where the support will result in a publication and/or conference presentation. *This funding opportunity is geared toward supporting interdisciplinary faculty team of 2+ investigators/faculty that need financial support to conduct scholarship work.*
- Provost's Proposal Development Program (PDP): The PDP provides funding for one 3 work time units course release time and up to \$2,000 for mini grant. Funded projects will result in an external grant proposal submission. Faculty will work with GRaSP personnel to identify, develop, and submit a proposal. Proposals that develop or leverage external partnerships are encouraged. *This funding opportunity is geared toward supporting faculty that have never submitted a grant and those that have.*

Proposal Guidelines

Eligibility

- All faculty (full-time, tenure track, or lecturer) may apply for funding; joint authorship proposals are acceptable.
- Faculty on sabbatical cannot apply unless their sabbatical is approved to do the work in the proposal.
- Faculty must be committed to completing the work within a 12 to 18 month period.

- Faculty who have been awarded previously through these opportunities (RCU now COG) are eligible to apply. However, those that received support during the past three (2) years will have lower priority.
- Tenure-track faculty will receive priority.

Requirements

- Faculty can submit to only one (1) of the four funding opportunities.
- Faculty are required to submit 6, 12, and 18-month reports (including title or citations of books/manuscripts, papers, performances and grant applications) in the InfoReady System as requested by the Chancellor and GRaSP offices. Failure to submit a report on a previous award makes an applicant ineligible to apply.
- PSA Individual Investigator: Proposals must identify journal/publication choice and/or conference of interest.
- PSA Interdisciplinary Team: Proposals must consist of 2+ faculty from different academic disciplines.
- PDP: Proposals must identify external sponsors and/or appropriate funding announcements. External partnerships to be developed or leveraged should also be identified.
- PDP: Awardees will be required to meet with the GRaSP office in the development of a proposal and in preparation of submission by the external sponsor deadline.

Decisions for Funding

- All proposals will be judged on merit by the Research Council of the University (RCU).
- It is anticipated that funding announcements will be made by March 17, 2027.

Allowable Expenses

Grant (COG - up to \$6,000) and Mini Grant (PSA Interdisciplinary Team up to \$5,000 and PDP up to \$2,000) funding can be used to cover:

- Supplies and services needed for project completion.
- Travel to present, disseminate the results of the proposed project. Travel must be clearly justified as integral and necessary.
- Expenses related to collect data or to conduct scholarship.
- Pay for undergraduate and graduate students as project assistants.

Course Release Time (PSA Individual Investigator and PDP up to 3 WTU's):

- Only tenure and tenure-track faculty are eligible to apply for release time (PSA Individual Investigator & PDP).
- Faculty must justify the need and use of the course release.
- Department Chair(s) must approve course release prior to proposal submission.

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

Proposal Requirements

Proposals must contain all the following components (1-5) defined below:

1. Cover Page (Separate attachment). Complete all sections. All copies of the proposal must have a copy of the cover page with appropriate signatures (Adobe Sign or physical signatures are both acceptable).
2. Description of Proposed Activity (limited to three (3) pages max and one (1) page of references)
 - A. ABSTRACT – Provide a concise summary of the research question, background information, proposed methodology, expected outcomes, and the significance of the study. Note that

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reviewers may not have a background in your field, so try to keep discipline-specific technical terms and concepts to a minimum and do not use undefined acronyms or abbreviations.

- B. PROPOSED ACTIVITY – Include a short literature review with key citations providing an overview of the proposed activity that clearly shows what has been done in your area of focus, what gaps you are trying to fill, your research question, and a brief methodology (include exactly what data you will collect) with a timeline of the project.
- C. EXPECTED OUTCOMES AND SIGNIFICANCE - Please state and justify the importance/significance of your project including your expected outcomes including plans for future extramural support and dissemination.
- D. STUDENT INVOLVEMENT - Define clearly the type of activities for student involvement in the project and describe the educational merits of that involvement.
 - i. NOTE: COG Applicants need to address student Involvement criteria. All other applicants (PSA Individual Investigator & Interdisciplinary Team, and PDP) will not be evaluated on student involvement.

Note: Proposals requesting additional support for ongoing and previously funded projects must specify how the current proposed activity will extend/complement earlier efforts.

- 3. Budget Justification Narrative (limited to two (2) pages)
Provide detailed justification for requests of mini grant funds (COG, PSA Interdisciplinary Team, and PDP), and/or release time (PSA Individual Investigator and PDP). Please include in your budget narrative student hire details (number of students, hours, and level of pay). Also include a calculation of your release time (number of WTU's requested).
 - A. List the source and amount of any previous financial support and/or release time for this or any related project.
 - B. 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. CV (Abbreviated – 5 page max). Provide a vita(s) which contains information relative to your ability to carry out the proposed project.
- 5. Infoready online application and submission through the portal. Complete all required/relevant fields and sections within the infoready application portal.

Application Format

- Cover Sheet (1): Must be filled out and signed by faculty and the department chair(s).
- Formatting: The Description of Proposed Activity (2), Budget Justification Narrative (3), CV (4) must be single spaced, 1-inch margin all around, and 12 pitch font
- Infoready online application (5): All required fields must be completed and document uploads within the online application.

CONFORMANCE WITH INSTRUCTIONS FOR PROPOSAL PREPARATION

It is important that all proposals conform to the format. 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.

Human or Non-Human Animal Subjects Research – Research Compliance

All applications are reviewed to ensure research compliance with the Human Subjects Institutional Review Board (HSIRB) and the Institutional Animal Care and Use Committee (IACUC). It is strongly recommended that you get your approval, if applicable, at the time of submission of this proposal. However, it is required that, if chosen for an award, you have your approval at the time of award (anticipated award date is July 1st 2025). If you do not have approval at that time, an award cannot be given. Also, in order to be awarded no substantive changes can be made to the proposal based on the outcome of your review of the HSIRB or IACUC protocols. We recommend working/submitting your HSIRB or IACUC protocol in parallel with the submission of this application to meet this timeframe. Contact Gwen Parnell, Research Compliance Analyst, if you have questions at gparnell@csub.edu or 661-654-6712, or go to our website for more detailed information.

For Human Subjects go to: <https://www.csub.edu/grasp/human-subjects-institutional-review-board.shtml>

For Animal Subjects: <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 12, 2027, at 11:59pm. Submissions will be accepted through InfoReady submission portal at <https://csub.infoready4.com>. Proposals submitted after the deadline will not be accepted. Awards are expected to be announced by March 17, 2027, subject to the committee's merit review and availability of funding.

For assistance, please contact Manuel Barrera in the
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