

# **California State University, East Bay Policy on Faculty Support Grants**

## **I. PURPOSE**

The Faculty Support Grant program is an internal grant opportunity for CSUEB faculty, intended to enhance the research profile of the University while helping faculty meet the qualifications for tenure and promotion. In addition, internal grants are offered to promote research, scholarship, and creative activity by faculty and students, encourage publication and other forms of scholarly dissemination, increase student involvement in the research/creative process, stimulate scholarship to help generate future funding from other sources, build faculty grant writing skills, provide seed money to increase the potential for faculty to gain outside support, and foster curriculum development and teaching enhancement.

Research and creative activities will be broadly interpreted; therefore, a wide range of activities can be supported as long as the associated expenditures meet the necessary criteria. Projects may be developments based on previous scholarly work, or work in an entirely new direction.

The Academic Senate Committee on Research will review proposals submitted by CSUEB faculty and will make recommendations to the Provost for the allocation of these awards. There are no pre-set allocation quotas by College.

Faculty are urged to contact the Office of Research and Sponsored Programs (ORSP) for assistance in applying for a grant, interpretation of CSUEB grant policies and procedures, and for a schedule of ORSP workshops on grant writing. The staff of the ORSP office is also available to review draft proposals.

Non-substantive changes to this policy may be made by the Committee on Research.

## **II. GRANTING CYCLES AND ELIGIBILITY**

There are currently two internal support grant opportunities for CSUEB faculty: A) New Faculty Support Grants - a single competition available to the incoming cohort of probationary (non-tenured, tenure-track) faculty hires, and B) Faculty Support Grants - a single competition open to all Unit 3 faculty including lecturers with a minimum of two years of teaching at Cal State East Bay immediately preceding the year of application and a minimum current .80 annual appointment are eligible to apply for all award categories, but awards are contingent upon appointment the academic year immediately following the award of the grant. Lecturers with a minimum of two years of teaching at Cal State East Bay immediately preceding the year of application are eligible to apply for Mini-Grants, but awards are contingent upon appointment the academic year immediately following the award of the grant. Both programs are funded from two funding sources: (1) CSU Research, Scholarship and Creative Activity (RSCA) grants; and (2) CSUEB Grants.

### **A. NEW FACULTY SUPPORT GRANTS (Fall)**

#### **A.I. ELIGIBILITY**

These awards are limited to new, probationary (untenured, tenure-track) faculty whose appointment at CSUEB is effective in the Winter, Spring, Summer or Fall Quarter of the

current calendar year. *Those appointed in Winter or Spring Quarter who were awarded a Faculty Support Grant in the all-faculty competition in Spring are not eligible.*

## **B. FACULTY SUPPORT GRANTS (Spring)**

### **B.I. ELIGIBILITY**

These awards are limited to Unit 3 faculty. Lecturers with a minimum of two years of teaching at Cal State East Bay immediately preceding the year of application and a minimum current .80 annual appointment are eligible to apply for all award categories, but awards are contingent upon appointment the academic year immediately following the award of the grant. Lecturers with a minimum of two years of teaching at Cal State East Bay immediately preceding the year of application are eligible to apply for Mini-Grants, but awards are contingent upon appointment the academic year immediately following the award of the grant. Adjunct faculty are not eligible.

Grantees who have failed to file the required final reports for prior CSUEB Faculty Grant awards are not eligible.

## **III. AWARD CATEGORIES**

For both funding cycles (Fall and Spring) applicants may request the funding in the following categories:

- *Mini-Grants:* Mini-Grants support the purchase of non-standard equipment, supplies, computer time, wages of student assistants, and travel directly related to conducting the project or disseminating its results. Equipment requests involving shared use by other faculty are encouraged. Funds will not be allocated for standard computer equipment and other resources available on campus.
- *Summer Fellowships:* Fellowships offer stipends equivalent to one-twelfth (1 month) or two-twelfths (2 months) of the faculty member's academic year salary in effect at the close of the academic year of the successful grant application. The purpose of the stipend is to support inauguration, continuation and/or completion of a project of creative scholarship or research in the summer immediately following the award of the grant application. Awardees must remain on the faculty in the quarter following the grant.
- *Assigned Time:* Faculty may request a specific number of assigned time units, up to 12 units (or the equivalent of one quarter assigned time). Replacement funds will be allocated at \$1,000 per WTU. Awardees must return to teach in the CSU for the equivalent of two quarters for each quarter of leave.

The Committee may, at its discretion, fund less than the requested amount from each award category.

## IV. APPLICATION PROCESS

### A. TIMELINE

<b>NEW FACULTY COMPETITION</b>	
August	Call for Proposals sent to incoming cohort of probationary faculty.
October	Deadline for submission of proposals by New Faculty.
November	Committee on Research reviews applications and forwards recommendations to the Provost.
December	Award decisions announced.

<b>UNIVERSITY-WIDE COMPETITION</b>	
February	Call for Proposals sent to all faculty.
March/April	Deadline for submission of proposals.
April	Committee on Research reviews applications and forwards recommendations to the Provost.
May	Award decisions announced.

### B. EVALUATION CRITERIA

The Committee will evaluate proposals based on the criteria listed below. Preference will be given to probationary faculty, in accordance with the intention of the program to enhance the ability of probationary faculty to successfully gain tenure and promotion. Proposals that do not meet technical requirements will not be considered. Those that meet the technical requirements will be evaluated based on the content requirements. It is essential that the content of the application is understandable to a general audience.

#### *Technical requirements:*

- Applicants must be eligible per guidelines.
- A completed Application Cover Page and template provided by ORSP.
- The applicant's Department Chair and College Dean must sign the application. The Chair and Dean are free to comment on the impact or special considerations they want the Committee to be aware of when reviewing the application.
- Application is in the required format: Narrative (Sections A-E) not to exceed 5 pages in Times New Roman font, 12 point, double-spaced, 1" margins.
- If applicable, the status of IRB (human subjects), IACUC (vertebrate animals) or IBC (recombinant DNA/biohazardous materials) approval of the project. If none of these pertain, check N/A.
- Applicant's Curriculum Vitae of no more than 5 pages long per person (may be single-spaced, with any font, font size and margins).
- Complete applications must be received by the published deadline.

**Content Requirements:**

<b>CONTENT CRITERIA</b>	<b>PURPOSE</b>
Description of project is understandable to colleagues in other fields	<ul style="list-style-type: none"> <li>• Allow for evaluation of proposal by Research Committee</li> </ul>
Significance of project to field, University, and society	<ul style="list-style-type: none"> <li>• Enhance the research and community profile of the university.</li> <li>• Help tenure-track and tenured faculty meet the qualifications for tenure and promotion</li> </ul>
Dissemination plans (conference paper, journal article, book, etc.)	<ul style="list-style-type: none"> <li>• Enhance the research profile of the university.</li> <li>• Help tenure-track and tenured faculty meet the qualifications for tenure and promotion.</li> </ul>
Adequate description of methods	<ul style="list-style-type: none"> <li>• Allow for evaluation of proposal by Research Committee.</li> <li>• Build faculty grant writing skills.</li> </ul>
Inclusion of students and educational impact of project on students	<ul style="list-style-type: none"> <li>• Enhance the learning experience of CSU students, either directly through involvement in research projects or indirectly through related curriculum enhancement.</li> <li>• Foster curriculum development and teaching enhancement.</li> </ul>
Timetable for project is reasonable	<ul style="list-style-type: none"> <li>• Build faculty grant writing skills.</li> </ul>
Relationship of project to prior work and future work	<ul style="list-style-type: none"> <li>• Provide support for the faculty member's ability to complete the proposed project.</li> <li>• Provide seed money to increase the potential for faculty to gain outside support for future research.</li> </ul>
The budget relates to the proposed activities appropriately (including mini grants and assigned time requests)	<ul style="list-style-type: none"> <li>• Build faculty grant writing skills.</li> <li>• Demonstrate thoroughness of planned activities.</li> </ul>
Resumé lists items of relevance to proposed project	<ul style="list-style-type: none"> <li>• Provide support for the faculty member's ability to complete the proposed project.</li> </ul>

**V. REPORTS**

Faculty who receive support from these grants are required to submit a final report on the results of their work. Recipients of awards will be expected to report the results of the work supported by this program to the Office of Research and Sponsored Programs no later than September 30 following the academic year in which the funding or assigned time is applied.

The report shall include, as appropriate, publication or expectation of publication, exhibition or performance; analysis of the impact of the project on specific courses or curricula; a description

of the nature and extent of student involvement in the project, and the likelihood of acquisition of external funding to support further work.

Such reports will be maintained by ORSP. ORSP staff will remind faculty of the reporting requirement towards the end of the funding cycle; however, responsibility for fulfilling this requirement lies with the faculty grantee. Faculty who have completed a FSG in the past and are applying for another grant must have submitted their final report on the earlier grant. Faculty who fail to file the appropriate reports shall be ineligible to apply for future internal grants.

## **VI. HUMAN AND ANIMAL SUBJECTS AND BIOSAFETY APPROVALS**

If any of the following regulatory compliance issues pertains to a Faculty Support Grant project, the faculty member must receive approval from the appropriate committee:

- Research projects dealing with human subjects must be approved by the Institutional Review Board (IRB). Compliance procedures are available on the Office of Research and Sponsored Programs Website ([www.csueastbay.edu/ORSP/IRBMenu.html](http://www.csueastbay.edu/ORSP/IRBMenu.html)) or in the ORSP office.
- Projects utilizing vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) in the College of Science (Chair of the IACUC).
- Projects involving recombinant DNA molecules or use of biohazardous materials must be approved by the Institutional Biosafety Committee (IBC) (the Director of Environmental Health and Safety).

Applicants may submit an application to the Faculty Support Grant program before a protocol has been submitted to any of the above committees. However, should applicants be awarded, s/he may not commence their project until the appropriate committee(s) have approved their protocol(s). The Committee therefore encourages the applicant to submit a protocol at least a month in advance of the start date for the project.

## **VII. NO COST EXTENSIONS AND REBUDGETING**

If a faculty member is unable to conduct the project according to the original proposed plan, he or she should contact the Office of Research and Sponsored Programs. Changes within the scope of the original proposal may be mutually negotiated between the faculty member and ORSP. More substantive changes require the approval of the CR Chair.