Faculty Support Grants for Collaborative Research for Unit 3 FACULTY
2015 - 2016 Call for Proposals
DEADLINE: 4:30 PM, Thursday, September 24, 2015

I. PURPOSE
“Faculty Support Grants for Collaborative Research” is a competition for awards funded by California State University East Bay, Office of Academic Affairs.

The grants are intended to:

- promote collaborative and creative activities, research and demonstration projects by at least two and no more than three faculty members. Collaborative efforts involving faculty from different disciplines or departments will receive added points (see proposal scoring rubric);
- encourage publication and other forms of scholarly dissemination;
- stimulate scholarship which may generate future funding from other sources;
- foster student participation in faculty mentored research projects;
- help junior faculty meet the qualifications for tenure and promotion.

Projects must be carried out within the time period of November 15, 2015 – June 30, 2016.

The Academic Senate Committee on Research will review proposals for these awards. The most meritorious proposals will be funded. There are no pre-set allocation quotas by college. Applicants are urged to make use of all existing resources when writing proposals, including faculty colleagues and the staff of the Office of Research and Sponsored Programs.

II. GRANT AWARD
The maximum amount that may be awarded is $6,000 multiplied by the number of faculty co-applicants (either two or three faculty for a maximum of $12,000 or $18,000). Each application shall include a project budget. Allowable costs are:

- Equipment, software licenses, technical support, supplies, computer time, and travel directly related to conducting the project or disseminating its results. Equipment requests involving shared use by other faculty are encouraged.
• Release time units calculated at a rate of $1,200 per WTU, up to a maximum of 4 units per faculty member.
• Up to $1,500 in wages for student assistants.

The committee may, at its discretion, fund less than the requested amount and may support less than the requested number of units.

III. ELIGIBILITY

These awards are limited to Unit 3 faculty. Awards are contingent upon appointment in the academic year immediately following the award of the grant. Adjunct faculty members are not eligible. Faculty may only be included in one proposal. Grantees who have failed to file the required final reports and/or failed to participate in the Week of Scholarship as required by prior CSU East Bay Faculty Grant awards, are not eligible.

IV. EVALUATION CRITERIA

The most important criteria for evaluation of the proposals are (1) the significance and importance of the work to the relevant fields of study, (2) the quality of the proposed work, and (3) the feasibility of the methodology proposed to carry out the work. To support these criteria, a brief literature review to place the proposed work in context and clear explanations of the proposed work and the plan to carry out the work must be given.

Additional criteria that will be given strong consideration include
• the direct involvement of students in the scholarly or creative process and the educational impact of the project on students;
• the potential of the project to lead to additional external funding for the research and scholarly activity;
• collaborative efforts involving faculty from different disciplines or departments;
• evidence that additional faculty or others outside the University not funded by the grant are collaborating with grantees in support of the research.
• the relationship of the project to the teaching and scholarship activities of the faculty;
• the quality of past work funded through the Faculty Support Grant program and Programmatic Excellence and Innovation in Learning (PEIL) grants;
• the clarity and completeness of the proposal.
• the appropriateness of the budget request given the scope of work and other details outlined in the full proposal.

Each project, whatever its focus, shall contribute to the faculty members’ career developments. Junior faculty who are seeking the funding to carry out research and scholarly activities that will help them meet the requirements for tenure will be given special consideration.

V. REPORTING REQUIREMENTS

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 (ORSP) no later than October 3, 2016. The report shall include, as appropriate, publication or expectation of publication, exhibition or performance;
analysis and description 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 likely effect of Faculty Support Grant funding on the acquisition of external funding to support further work. Grantees are expected to acknowledge support from CSUEB in all presentations and publications related to the grant when appropriate, and are strongly encouraged to notify ORSP of instances in which this occurs. Such information will assist with assessments of the impact of the grant program. The URL for the specific report form will be sent to all awardees. Completed reports will be featured on the ORSP website. Award recipients are also expected to exhibit at the annual University faculty research symposium to be held in the spring quarter of 2016, and to serve on a special committee (i.e. review panel) to review future Faculty Support Grant awards for others.

Failure to comply with these provisions will disqualify the awardee from receiving future Faculty Support Grant awards.

VI. HUMAN AND ANIMAL SUBJECTS AND BIOSAFETY APPROVALS

- Funding of 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) or from Anne Wing, LI2300, ext. 5-4212.
- Projects utilizing vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Compliance procedures are available on the Office of Research and Sponsored Programs Website (www.csueastbay.edu/ORSP) or from Anne Wing, LI2300, ext. 5-4212.
- Projects involving recombinant DNA molecules or use of biohazardous materials must be approved by the Institutional Biosafety Committee (IBC) (Contact Donna Placzek, Director of Environmental Health and Safety, at 5-2395).

You may submit an application to the Faculty Support Grant program before a protocol has been submitted to any of the above committees. However, should you be awarded, you may not commence your project until the appropriate committee(s) have approved your protocol(s). We therefore encourage you to submit a protocol at least a month in advance of the start date for your project.

VII. APPLICATION INSTRUCTIONS:
You MUST use the Word template:
http://www20.csueastbay.edu/orsp/research/faculty-support.html

A complete application consists of the following items:

- A completed Application Cover Page. The applicants must sign. Signatures of Department Chairs and College Deans/University Librarian are required for each faculty member.

- Narrative (Sections A-E) MUST NOT EXCEED 6 PAGES. The following formatting is REQUIRED: Font – Times New Roman, 12 point, double-spaced, 1” margins. If you paste text into the Word template from another document, make absolutely sure that you apply the above formatting to the pasted text.
**A. Summary Description:** In words understandable to colleagues in other fields, provide a summary description of the proposed project indicating the significance of the project to your field, the University, and society.

**B. Description of the methods and procedures to be employed.** Explain how students will be involved in the project and/or the educational impact of the project on students.

**C. Timetable for the project.**

**D.** 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.

**E. Relationship of the project to prior work and anticipated future work, including prior, present and future funding of such work.**

- Completed budget form. Ideally, some portion of funds received would go to employing students as researchers and research assistants or participants in the creative activity. Do not exceed 2 pages:
  - Provide detailed information on specific expenses (e.g., student assistants for n hours @ $___ per hour, $____ airfare between x and y; hotel for n days @ $____ per day, per diem for n days @ $62/day, $____ for conference registration)
  - If the award is intended to cover only a portion of your project costs, explain how this portion fits into a plan for completion of the whole project. What other sources of funding will cover the additional costs? Include Dean or Chair commitment letter for other sources.

- Graphics/Tables (OPTIONAL): Not part of the review criteria. No page limit. May be single-spaced and any font, font size and margins.

- References (OPTIONAL): Not part of the review criteria. No page limit. May be single-spaced and any font, font size and margins.

- Resume/Curriculum Vitae (REQUIRED): List items of relevance to the proposed project, including publications. **Maximum 5 pages per faculty member.** May be single-spaced and any font, font size and margins.

**VIII. APPLICATION PROCESS:**

- Complete the application using the Word template. **NOTE:** The Word template available at: [http://www20.csueastbay.edu/orsp/research/faculty-support.html](http://www20.csueastbay.edu/orsp/research/faculty-support.html)
  - MUST be used to prepare an application.

- When it is complete, print out the proposal for your Chair and Dean to review and obtain their signatures on the Cover Page.

- Email the completed Word template and one attachment (i.e. all other documents related to the proposal such as your CV and appendices, if any) to anne.wing@csueastbay.edu. Please write “FSG PROPOSAL – COLLABORATIVE RESEARCH” in the subject line.
• Bring the original, signed proposal to the Office of Research and Sponsored Programs, LI2300 by the deadline: **4:30 P.M., Wednesday, September 23, 2015.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

If you have any questions, please contact: Anne Wing, Office of Research and Sponsored Programs
anne.wing@csueastbay.edu or 510-885-4212