I. PURPOSE

“Faculty Support Grants For The Engagement of Students In Research” is a competition for awards funded by California State University East Bay, Office of Academic Affairs.

The grants are intended to support these baseline goals:

- promote the development of new, expanded or enhanced creative activities, research and demonstration projects by faculty;
- 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.

In addition, these grants focus on supporting changes in coursework that accomplish all of the following:

- engage students in the research process or creative activity;
- afford opportunities for students to participate in and learn about the conduct of research including theories guiding the research, methods, processes, and analyzing, interpreting and communicating results;
- integrate the research project into course curricula (or piloting such integration) with the intent to continue the approach after grant funding has ended; or

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. AWARD CATEGORIES

- **Mini-Grants**
  Mini-Grants support the purchase of equipment, software licenses, technical support, 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. A proposal may request a maximum of $5,000. The committee may, at its discretion, fund less than the requested amount.

• **Release Time and Student Support**
Faculty may request a specific number of release time units, up to a maximum of 4 units per proposal per faculty member. The committee may, at its discretion, support less than the requested number of units. Additionally, faculty may request up to $500 in wages for student assistants.

Proposals may request a Mini-Grant or Release Time and Student Support or both (i.e. up to a maximum of a $5,000 mini-grant, 4 units of release time and $500 in wages for student assistants). Each faculty member may only submit one proposal, but two or more faculty may submit two linked proposals for different parts of the same project. Each proposal, however, must be able to be conducted independently in the event that one is funded and one is not.

**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 proposals are:
1. the articulation of how the proposed research will promote the development of student(s)’ knowledge of and involvement in the research process or creative activity - this includes depth and breadth of student involvement and the number of students involved;
2. the level of integration of the project into the course curricula and the likelihood that the research project will continue to be embedded within the course after grant funding expires;
3. the likelihood that the research or creative activity will be of significant educational value for the students;
4. the significance and importance of the work to the relevant field(s) of study or practice, to the University, and/or to the community;
5. faculty and participating students’ plans for publishing or disseminating research findings (Note: publications may focus on the research topic or on the project itself and faculty/students’ experiences conducting joint research)
6. the feasibility of the project.
7. the appropriateness of the budget request given the scope of work and other details outlined in the full proposal.

Additional criteria that will be given strong consideration include:
• plans for faculty mentoring of students’ research presentations and/or publications that stem from the project;
• the availability of matching funds or in-kind support;
• the potential of the project to lead to additional external funding for the research and scholarly activity;
• the quality of past work funded through the Faculty Support Grant program or Programmatic Excellence and Innovations in Learning grants;
• the clarity and completeness of the proposal.

Each project, whatever its focus, shall contribute to the faculty member’s career development. Junior faculty who are seeking 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 5-2935).

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:
A complete application consists of the following items:

- A completed Application Cover Page. The applicant must sign. Signatures of both your Department Chair and College Dean/University Librarian are required.

- 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/or to society (including but not limited to the Greater Bay Area region).

  B. A description of how the project fits with the goals of the course and how student research will be integrated into course curricula.

  C. Description of the research support students will receive, and the methods and procedures to be employed. Explain in some detail the student involvement in the project and the educational impact of the project on students. Describe the availability of matching funds or in-kind support (if any), and the potential of the project to lead to additional external funding for the research and scholarly activity.

  D. Description of the plan for publishing and disseminating research findings (including plans, if any, for faculty mentoring of students’ research presentations and/or publications that stem from the project)

  E. Timetable for the project.

  F. 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.

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

- Completed budget form. Ideally, much of the 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.

  - If applying for both a mini-grant and release time/student support, please provide separate budgets for each (do not duplicate budget line items).
Attach an MOU or signed letter from any entity providing matching funds or in-kind support documenting their contribution and its value.

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.** 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](mailto:anne.wing@csueastbay.edu). Please write “FSG PROPOSAL – STUDENT 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](mailto:anne.wing@csueastbay.edu) or 510-885-4212