Faculty Support Grants for Mentoring Student Researchers
2015 - 2016 Call for Proposals
DEADLINE: 4:30 PM, Thursday, September 24, 2015

I. PURPOSE

“Faculty Support Grants for Mentoring Student Researchers” is a competition for awards funded by California State University East Bay, Office of Academic Affairs.

The grants are intended to support these goals:

• provide time and resources to faculty who mentor students in out-of-class research projects;
• expand the number of opportunities for CSU East Bay students to engage in disciplinary research;
• 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;
• promote the development of new, expanded or enhanced creative activities, research and demonstration projects by faculty;
• encourage faculty and student publication and other forms of scholarly dissemination;
• stimulate scholarship which may generate future funding from other sources;

These grants are administered through the CSUEB Center for Student Research (CSR) and are specifically for faculty working with students on research projects outside the scope of the faculty member’s normal teaching assignment. The mentored students may be at either the graduate or undergraduate level. Students may be working on a thesis, earning independent study/research units, or working in a compensated position through the CSR. The faculty mentor should commit to meeting with the student(s) regularly.

An ad hoc committee of the Advisory Board of the CSR 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 CSR. For this grant opportunity, “research” is interpreted as a variety of professional activities including research and other creative activities.

II. GRANT AWARD
The maximum amount that may be awarded is $5,000. Allowable costs include supplies, travel, faculty release time and student support:

- Equipment, software licenses, technical support, supplies, computer time, and travel directly related to conducting the project or disseminating its results.
- Faculty release time units calculated at a rate of $1,200 per WTU, up to a maximum of 4 units. Faculty may not use grants for summer salary or for overload pay.
- Wages and travel funds for student research assistants (see below).

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

Students may receive financial support for their participation in faculty-mentored research by one of two different mechanisms.

1. The student(s) may be supported as a grant-funded employee(s) at a maximum of up to $500/quarter for up to three quarters (paid on an hourly basis). The faculty mentor will serve as the supervisor for the student(s) and is responsible for working with the CSR to hire the student and for approving the student’s timesheets. Students that are hired as employees for research through a grant must be eligible for employment. These costs must be included in the proposal budget.

2. Students may be supported for research activities as scholarship awards from the Center for Student Research. The students must apply for a Student Research Fellowship through the CSR. Please note that the CSR Student Research Fellowships are competitive and student must apply by the deadline – more information is available on the CSR website at http://www20.csueastbay.edu/programs/csr/. As CSR Student Fellows, students may receive $500/quarter for up to three quarters. Students that will be supported through CSR research fellowships should not be included in the proposal budget but should be noted in the proposal narrative.

Regardless of the funding mechanism for student participation in faculty-mentored research, student researchers must complete the requirements of participation in the CSR including quarterly research progress reports and attendance at CSR workshops. Students may be compensated only during quarters in which they are enrolled.

**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. 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**

Evaluation criteria for proposals will include:

- the feasibility, and the significance and importance of the work to the relevant field(s) of study or practice, to the University, and/or to the community;
- 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;
• the likelihood that the research or creative activity will be of significant educational value for the students;
• plans for faculty mentoring of students’ research presentations and/or publications that stem from the project;
• 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.

V. REPORTING REQUIREMENTS

Recipients of awards must report the results of the work supported by this program to the Center for Student Research no later than October 3, 2016. The report shall include, as appropriate, publication or expectation of publication, exhibition or performance; 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. The URL for the specific report form will be sent to all awardees. Completed reports will be featured on the CSR website. Award recipients are also expected to exhibit at the annual University faculty research symposium to be held in the spring of 2016.

Students are required to submit quarterly progress reports to the CSR detailing their progress on their research projects. The expectation is that these reports will be developed jointly between faculty and students and must be signed by the faculty mentor. Student researchers are expected to exhibit their work during the Student Research Symposium held in the spring quarter of 2016.

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
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/grant-opportunities/faculty-support-grants.html

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-F) MUST NOT EXCEED 5 PAGES. The following formatting is REQUIRED: Font – Times New Roman, 12 point, double-spaced, 1” margins.

A. Project Overview: In words understandable to colleagues in other fields, provide a summary description of the proposed research project indicating the significance of the project to your field, the University, and/or to society.

B. Methods and Procedures: A description of the methods and procedures to be employed.

C. Student Involvement: Clearly describe how students will be involved in the research project. Specify the number of students and the quarters that they will be involved. What specific skills and knowledge will students acquire by participating in the project? What specifically will students accomplish each quarter?

D. Mentorship: Describe how you plan to engage students in your project. How often will you meet with students? Describe your plan for ensuring students stay on track with their research project. How will you ensure students understand the connection between their contributions and the larger project?

E. Regulatory Compliance: If applicable, the status of IRB (human subjects), IACUC (vertebrate animals) or IBC (recombinant DNA/biohazardous materials) approval of the project.

F. Relationship to Previous Work: Describe how the current project is related to prior work and anticipated future work. How have you previously included students in your research projects?

☐ Completed budget form.

☐ 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 available at http://www20.csueastbay.edu/orsp/grant-opportunities/faculty-support-grants.html
• 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 csr@csueastbay.edu Please write FSG PROPOSAL – MENTORING STUDENT RESEARCH” in the subject line.

• Bring the original, signed proposal to the Center for Student Research, LI2300 by the deadline: **4:30 PM, Thursday, September 24, 2015.**

  **LATE APPLICATIONS WILL NOT BE ACCEPTED**

  Direct questions to csr@csueastbay.edu