Date: January 25, 2016
To: Unit 3 CSU East Bay Faculty
From: Sarah Taylor, Chair, Committee on Research

Faculty Support Grants for Individual Researchers for Unit 3 FACULTY
2016 - 2017 Call for Proposals
DEADLINE: 4:30 PM, Friday, April 1, 2016

I. PURPOSE
“Faculty Support Grants for Individual Researchers” is a competition for awards funded by California State University East Bay’s Office of Academic Affairs.

The grants are intended to:

• promote 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.

Projects must be carried out within the time period of July 1, 2016 – June 30, 2017.

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. ORSP, in partnership with Faculty Development, is hosting a workshop to review this call for proposals and other grant opportunities on Wednesday, February 3rd, from 10:00 am – 12:00 noon in SF466. Please RSVP to anne.wing@csueastbay.edu by February 1st if you plan to attend.

II. AWARD CATEGORIES

• Mini-Grants
Mini-Grants support the purchase of 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. 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. The cost of four units of release time is normally calculated at 11% of your nine-month salary. For this internal grant, please use an estimate of $1,200 per WTU (i.e. estimated replacement cost). 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. Wages for students typically range from $10 to $13 per hour depending on the work being conducted. Wages for highly qualified graduate students may be as high as $17 per hour depending on the work conducted. In addition, fringe benefits are added at a rate of 2.2%. Please note that students may not be employed more than 50% time from all University fund sources, and may not be paid for work compensated by other grants or scholarships. Students must be enrolled full time at the University during the quarter they are working (one quarter exception allowed each year as a ‘bridge’).

Proposals are limited to either a Mini-Grant or Release Time and Student Support.

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### 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.

Since one of the goals of the Faculty Support Grant program is to “seed” external grant proposals, up to 1 preference point will be given to faculty who have not had a Faculty Support Grant within the last two years. A faculty member who has received a grant in the last two years may only be eligible for the preference point if it is demonstrated that grant funding will be used for a new line of research that is substantively different from past work.

### IV. EVALUATION CRITERIA

The most important criteria for the evaluation of the proposals are (1) the significance and importance of the work to the relevant field of study, (2) the quality of the proposed work, and (3) the feasibility of the methodology proposed to carry out the work. Additional details are available in the scoring rubric provided at the end of this document. 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. Research questions must be articulated and accompanied by a description of how research and data analysis methods address the research question(s).

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 for grant funding to ‘seed’ new lines of research not previously investigated by the PI;
- the potential of the project to lead to additional external funding for the research and scholarly activity;
- 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.
The scoring rubric used by evaluators is available online at:
http://www20.csueastbay.edu/orsp/grant-opportunities/faculty-support-grants.html

Each project, whatever its focus, shall contribute to the faculty member’s career development. 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 AND OTHER REQUIREMENTS

Recipients of awards must report the results of the work supported by this program to the Office of Research and Sponsored Programs no later than October 2, 2017. 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 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 ORSP website. Award recipients are also expected to exhibit at the annual University faculty research symposium to be held in the spring quarter of 2017, 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 Faculty Support Grant for Individual Researchers application and budget templates available within InfoReady Review at: https://csueastbay.infoready4.com and/or on the ORSP website at: http://www20.csueastbay.edu/orsp/grant-opportunities/faculty-support-grants.html

A complete application consists of the following items:
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. Description of how the proposal is substantively different from previous Faculty Support Grant awards, if any, received within the past two years.

F. Complete listing of current and pending support.

Completed budget narrative (not to exceed 1 page) and completed budget template.

- In the budget narrative, provide detailed information on specific expenses (e.g., student assistants for n hours @ $___ per hour ($10-$13), $_____ airfare between x and y; hotel for n days @ $___ per day, per diem for n days @ $55/day, mileage @ $0.575/mile, $____ 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.

Brief Literature Review (REQUIRED): 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 application and budget templates provided.

- When the application and budget template are complete, upload them to the Faculty Support Grant competition for Individual Researchers found on the CSU East Bay InfoReady Review site at https://csueastbay.infoready4.com.
• Also upload one attachment (i.e. all other documents related to the proposal such as your CV and appendices).

• Since this is the first time the InfoReady Review site is being used to submit proposals, please email a copy to anne.wing@csueastbay.edu once you have completed your application and copy jeanne.dittman@csueastbay.edu. Please write “FSG PROPOSAL” in the subject line of your email. Emails will be used to ensure that all applications are properly uploaded into the InfoReady site and received by ORSP. As we transition to the new online proposal submittal system, some of what you enter into InfoReady may already be included in the application you are uploading. Our intent is to streamline the application in future calls once the reliability and functionality of InfoReady has been verified.

• All proposals must be submitted via the InfoReady Review site (with a follow-up email to Anne Wing and Jeanne Dittman) by the deadline: 4:30 P.M., Friday, April 1, 2016.

The electronic system will not allow for late applications to be submitted!
If you have any questions, please contact:
Anne Wing, Office of Research and Sponsored Programs
anne.wing@csueastbay.edu or 510-885-4212
If FSG recipient last year: completed final report AND exhibited FSG work at University faculty research symposium:  Y/N

*Failure to complete final report AND/OR exhibit previous year’s FSG work results in automatic disqualification from consideration*

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<th>Scoring Rubric</th>
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<tr>
<td><strong>CRITERION</strong></td>
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<td><strong>SCORE</strong></td>
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<td>Significance and importance of the work to the relevant field of study</td>
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<td>Quality of the proposed work</td>
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<td>Feasibility of the methodology proposed to carry out the work.</td>
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<td>Clarity and completeness of the proposal</td>
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The project is a logical progression in the scholarship activities of the faculty; if the project is in a new area of research, the reason for the shift is clearly explained.

The faculty member is an assistant professor working on tenure

| **+1: Add a score ranging from 0-1 in the score column for the presence of each criterion listed** | **SCORE** |
| Direct involvement of students in the scholarly or creative process and/or educational impact of the project on students |  |
| The project has the potential to lead to additional external funding for the research and scholarly activity |  |
| The PI has not received a Faculty Support Grant in the last 2 years OR has made a convincing case that the grant is a new line of research that is substantively different from prior proposals |  |
| The project clearly relates to the teaching activities of the faculty |  |
| The project is a logical progression in the scholarship activities of the faculty; if the project is in a new area of research, the reason for the shift is clearly explained. |  |