Faculty Support Grant for Release Time
2017-18 Call for Proposals
Deadline: 4:30 PM, April 26, 2017

NOTE: You must discuss your proposal with your Department Chair and College Dean before submission. Failure to coordinate with them may result in your proposal not being considered for funding.

I. PURPOSE
The Faculty Support Grant for Faculty Release Time is a competition for awards funded by California State University East Bay, Division 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;
- develop “authentic” student research activities in a course;
- help junior faculty meet the qualifications for tenure and promotion.

This FSG opportunity replaces FSG’s from previous years that targeted specific activities including Mentoring Students, Collaborative Research and Engaging Students in Coursework-Related Research. Applicants may describe proposed projects that primarily focus on traditional research, scholarship or creative activities, and/or engage students in research. Two or more faculty may submit 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 the other is not.

Release time must be taken during the Fall, Winter, and/or Spring quarters, and projects must be completed by June 30, 2018. The Academic Senate Committee on Research will review proposals for these awards. The most meritorious proposals will be funded. There are no preset 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 AMOUNT AND CATEGORIES
Faculty may request a specific number of weighted teaching units (WTU), up to a maximum of 4 WTU per proposal. 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. These funds may not be used for overload or summer salary.

Faculty may request wages for student assistants (excluding fringe benefits). 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 should be added to the budget for student employees 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 for this competition must request Release Time and may request other research support or both (i.e. up to a maximum total of $5,000). A faculty member may only submit one proposal for a Faculty Support Grant each year.

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.

IV. EVALUATION CRITERIA
The most important criteria for the evaluation of the proposals are (1) the significance and importance of the work, (2) the quality of the proposed work, (3) the feasibility of the methodology proposed, and (4) the clarity and completeness of the proposal. Additional details are available in the scoring rubric available on InfoReady. 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;
- the relationship of the project to the teaching and scholarship activities of the faculty;
- the tenure status of the faculty member and whether s/he has been funded in the previous two years;
- the appropriateness of the budget request given the scope of work and other details outlined in the full proposal.

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 1, 2018. 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 2018, 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/forms-policies-procedures/irb/index.html](http://www.csueastbay.edu/orsp/forms-policies-procedures/irb/index.html)) or from Anne Wing, SF302, 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/forms-policies-procedures/iacuc/index.html](http://www.csueastbay.edu/orsp/forms-policies-procedures/iacuc/index.html)) or from Anne Wing, SF302, 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 proposal and budget templates available in [InfoReady](http://www20.csueastbay.edu/orsp/grant-opportunities/faculty-support-grants.html) and on the ORSP website at: [http://www20.csueastbay.edu/orsp/grant-opportunities/faculty-support-grants.html](http://www20.csueastbay.edu/orsp/grant-opportunities/faculty-support-grants.html)

When you submit your proposal in [InfoReady](http://www20.csueastbay.edu/orsp/grant-opportunities/faculty-support-grants.html), the documents will be forwarded via [InfoReady](http://www20.csueastbay.edu/orsp/grant-opportunities/faculty-support-grants.html) to your Department Chair and Dean for electronic approval (no need for signatures). A complete application consists of the following items:

- A completed Application Cover Page.
- 1. Narrative (Sections A-E) MUST NOT EXCEED 5 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 that are 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. Methods and Procedures: 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: Provide a timetable for each of your project’s activities.

D. Regulatory Compliance: 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: Include a description of prior, present and future funding for your project. One of the primary goals of the Faculty Support Grant program is to provide “seed” money for projects that will result in external grant proposals. If appropriate, identify potential external sources of funding to support the proposed project. A faculty member who has received a Faculty Support Grant in the last two years must discuss how the proposed grant funding will be used for a new line of research that is substantively different from past work. Clearly

F. Current and Pending Funding: Please list all funding sources that you currently have or are in review.

☐ Budget. Submit your budget as a separate file (Excel format) on InfoReady. The budget template is available on InfoReady.

☐ Budget narrative. Complete the budget narrative template (not to exceed 1 page) in section 2 of the application.

- Release Time: Specify the number of WTU’s of release time and total cost for release time ($1200/WTU).
- Budget Details for Other Expenses: Provide budget total for other expenses (excluding release time). Itemize expenses such as supplies, equipment, duplication, travel, etc. Describe funding for student assistants (how many students x $X hourly wage x number of hours); hourly wages for students are $10-$13 per hour (undergraduate students) and up to $17 per hour for graduate students. The fringe rate for student assistants is 2.2%. For travel, include airfare, hotel ($X per night x number of nights), per diem ($55/day), local transportation, mileage on personal vehicle ($0.535/mile), etc. Write a brief justification for each proposed budget item.

☐ Graphics/Tables (OPTIONAL): Insert graphics and tables in section 3 of the application template. This is not part of the review criteria. There is no page limit. This section may be single-spaced and any font, font size and margins.
☐ Brief Literature Review (REQUIRED): Insert your literature review or citations in section 4 of the proposal template. There is no page limit and 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.

IX. APPLICATION PROCESS
• Complete the application using the application and budget templates provided on InfoReady.
• When the application is complete, upload the Proposal Narrative (PDF or Word format), Budget (Excel format), and CV (PDF or Word format) to the Faculty Support Grant for Release Time to InfoReady as separate files. Please be sure to submit your proposal to the correct FSG competition in InfoReady. Emailed or hard copy proposal documents are not a substitute for the InfoReady submission.
• In addition to the InfoReady submission, please also email a copy of your proposal to anne.wing@csueastbay.edu. Please write “FSG PROPOSAL” in the subject line of your email.
• All proposals must be submitted via the InfoReady site (with a follow-up email to Anne Wing) by the deadline: 4:30 P.M., Friday, April 26, 2017.

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