



Office of Research & Sponsored Programs

CALIFORNIA STATE UNIVERSITY, EAST BAY
25800 Carlos Bee Boulevard, Hayward, California 94542
Telephone: (510) 885-4212 Fax: (510) 885-4618

Faculty Support Grants

2021-22 Request for Proposals

Deadline has been extended to: 4:30 PM, Monday, April 5, 2021

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

I. PURPOSE

The Faculty Support Grants (FSG) program is a competition for awards that are intended as “seed grants” to promote the development of new or expanded research, scholarship, and creative activities by faculty. Successful proposals will identify one or more specific products that will result from the project, such as a publication in a peer-reviewed journal, submission of a grant proposal to an external sponsor, a public performance and/or juried competition.

A special review subcommittee of 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.

The funding period is July 1, 2021 – June 30, 2022.

Funding for the Faculty Support Grants is provided by the CSU Chancellor’s Office and the CSUEB Academic Affairs CERF Partner fund. A primary use of CERF funds is to support the academic quality of the university by providing targeted funding for faculty development, research, and scholarship. In this way, CERF Funds provide faculty with the means to develop curriculum and programs that meaningfully intersect with extended education programs of all kinds. Most notable of these programs are: Open University, self-support academic programs, as well as winter and summer academic sessions administered by University Extension. Overall, initiatives receiving support from this fund are intended to increase and enrich the intellectual capital held collectively amongst the faculty, with the benefit of that capital being re-invested into curriculum and program development that furthers the university's mission.

II. GRANT AWARD AMOUNT AND CATEGORIES

These funds may be used for a variety of purposes including equipment, supplies, software, student support, research participant incentives, and faculty release time.

Faculty may request wages for student assistants up to a maximum of \$2,000 total for all students combined. Wages for undergraduate students range from \$14 to \$18.50 per hour

depending on the work being conducted. Wages for graduate students range from \$15 to \$21 per hour depending on the work conducted. In addition, fringe benefits must be added to the budget for student employees at a rate of 1.45%. Please note that students may not be employed more than 50% time from all University fund sources. Students must be enrolled full time at the University (4 units for graduate and 6 units for undergraduate) during the semester they are working. The primary source of support for student research (including supplies and travel funds) is provided by the [Center for Student Research](#) (CSR). Faculty are strongly encouraged to recruit students that they are interested in mentoring in the research project to apply for support from the CSR.

Faculty may request a maximum of 3 WTU of reassigned time. For this internal grant, please use an estimate of \$2,018.40 per WTU (i.e. replacement cost). Probationary faculty in years 3-6 may be eligible for assigned time for research activities from the Academic Affairs program during AY 2021-22 and should consult with their Department Chair to determine whether they will receive release time from the program for research. *Applicants should be aware that award of release time from an FSG may affect their eligibility for release time from the Academic Affairs program.* The committee may, at its discretion, support less than the requested number of units. These funds may not be used for compensation related to additional employment during the academic year or summer.

Funds for the purchase of software and computers may be requested but, if funded, will require review for accessibility and information security (ICT) and must be approved before products can be purchased. Award of funds for IT purchases through this grant does not ensure ICT approval. The purchase of computers is strongly discouraged; specialized computers that are required to complete the scope of the proposed project must have a strong justification. Describe the necessity for the purchase of a computer in the budget justification.

Travel funds may be requested but must be directly related to achieving the scope of the proposed project such as field work. **Travel to a conference is not permitted** since funds may be available from other sources. International travel is strongly discouraged.

Funds for research participant incentives may be requested. CSUEB students may be compensated for participation in a research project up to \$25 each as a credit on their university account. Research participant incentives are not permitted for CSUEB employees. ORSP has implemented a procedure to compensate research participants that are not associated with CSUEB with a gift card. More information may be found in the [PI manual](#). If requested, research participant incentives should not normally exceed \$25 per individual. Please contact Jennifer Cabrejas jennifer.cabrejas@csueastbay.edu for more details.

This FSG opportunity provides up to \$7,000 in research support (including reassigned time) during the 2021-22 academic year. **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 who have fulfilled the requirements of previous FSG awards (if applicable). Awards are contingent upon appointment in the academic year immediately following the award of the grant. Adjunct faculty members are not eligible. Faculty must not be on sabbatical or leave during the award period.

IV. EVALUATION CRITERIA

The most important criteria for the evaluation of the proposals are (1) the significance and importance of the proposed project and product that will result from the project, (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](#). Additional criteria that will be given consideration include

- the direct involvement of students in the proposed project;
- 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;
- whether the faculty member has been funded in the previous year.

V. REPORTING AND OTHER REQUIREMENTS

Recipients of awards must report the results of the work supported by this program. Please note that the reporting requirements have changed from previous years. The Chancellor's Office requires progress reports due on December 31, 2021, June 20, 2022 and December 31, 2022. The report template will be available in InfoReady. Note that eligibility for future FSG awards will be contingent on completion of the reports and tangible product(s) identified in the proposal.

Award recipients are also required to exhibit at the annual CSUEB faculty research symposium that will be held in Spring, 2022. Award recipients are expected to serve on a special review subcommittee to review future FSG proposals.

Failure to comply with these provisions will disqualify the awardee from receiving future FSG 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 IRB Website (<https://www.csueastbay.edu/orsp/compliance/irb/index.html>) or from Anne Wing anne.wing@csueastbay.edu
- Projects utilizing vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Compliance procedures are available on IACUC Website (<https://www.csueastbay.edu/orsp/compliance/iacuc/index.html>).

- Projects involving recombinant DNA molecules or use of biohazardous materials must be reviewed. Please contact Lyanh Luu, Director of Environmental Health and Safety, at lyanh.luu@csueastbay.edu

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 begin work on your project until the appropriate committee(s) has 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](#). When you submit your proposal in [InfoReady](#), the documents will be forwarded via [InfoReady](#) 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-F) **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 including the research question(s) and indicating the significance of the project to your field, the University, and society.
 - B. Product(s): Description of one or more tangible products that will be the **direct result** of the proposed project. Products may include a publication in a peer-reviewed journal, submission of a grant proposal to an external sponsor (identify sponsor and program), public performance(s), juried competition, etc. Please be specific about your product(s). Contact ORSP with questions regarding project products.
 - C. Methods and Procedures: Description of the methods and procedures to be employed in order to answer the research question(s). Explain how students will be involved in the project and/or the educational impact of the project on students.
 - D. Timetable: Provide a timetable for each of your project’s activities.
 - E. 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.
 - F. 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 year must discuss how the proposed grant funding will be used for a new line of research that is substantively different from past work.

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

- Budget. Submit your detailed budget using the budget template as a separate file (Excel format) in [InfoReady](#). The budget template is available in [InfoReady](#).
- Budget narrative. Complete the budget narrative template (not to exceed 1 page) in section 2 of the application.
 - Budget Details for Proposed Expenses: Provide budget total for expenses. 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 \$14.00-18.50 per hour (undergraduate students) and up to \$21.00 per hour for graduate students. The fringe rate for student assistants is 1.45%. For travel, include airfare, hotel (\$X per night x number of nights), per diem (\$55/day), local transportation, mileage on personal vehicle (\$0.56/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.
- Citations (REQUIRED): Insert your 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 only), and CV (PDF or Word format) to [InfoReady](#) as separate files. Emailed or hard copy proposal documents are not a substitute for the [InfoReady](#) submission.
- All proposals must be submitted via the [InfoReady](#) site by the deadline: **4:30 P.M., Monday, April 5, 2021.**

The electronic system will not allow late applications to be submitted!

If you have any questions, please contact:
Anne Wing anne.wing@csueastbay.edu