Faculty Research, Scholarship, and Creative Activity (RSCA) Grant Program

2022–23 RSCA Support Grant Call for Proposals (CFP)

Proposal Submission Deadline: Before 5:00 p.m. PDT, April 21, 2022

Total Funding Available: $300,000

Maximum Award Amount Per Proposal: $7,000

Purpose

The Research, Scholarship, and Creative Activity (RSCA) Support Grant program is an internal grant opportunity for California State University, East Bay faculty unit employees (henceforth faculty), as defined in the Unit 3 Collective Bargaining Agreement (CBA). The purpose of this program is to support the academic quality of the university by providing targeted funding for faculty RSCA development. Overall, proposals receiving support from this program 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.

RSCA Support Grants are an important source of funding for those working on development of new or expanded RSCA appropriate to their discipline and/or in furtherance of the university’s mission. The grants are intended to help faculty gain tenure and promotion, remain engaged in their disciplines, and to contribute new knowledge in all its forms to their disciplines and/or across disciplines. As all funded proposals require specification of a major product that is intended to result from the grant—a proposal to an external funding agency, a peer-reviewed publication, a public performance, etc.—these funds also help to increase the visibility and prestige of our faculty and the university at large.

RSCA Support Grant awards are designed to provide support to as many faculty as possible as they engage in RSCA, with preference given (a) to probationary faculty unit employees (as defined in the Unit 3 CBA), (b) to faculty who have not received a RSCA Support Grant award in the previous two funding cycles, and (c) to proposals that directly engage students in the RSCA process. Faculty submitting proposals are further encouraged to consider how they can leverage their proposed activities into future funding from external sources.

All funded proposals must include specification of a major product—for example, a peer-reviewed journal article, submission of a grant proposal to an external sponsor, a public performance and/or juried competition—that is intended to result from the project, and proposals will be evaluated based on the potential impact and likelihood of producing the major product.
1. Eligibility

RSCA Support Grant awards are open to all faculty unit employees, as defined in the Unit 3 CBA. Examples of faculty unit employees eligible to receive a RSCA Support Grant include instructional faculty, librarians, lecturers, coaches (i.e., coaching faculty unit employees), and student services professionals (i.e., counselor faculty unit employees). Participants in the Faculty Early Retirement Program (FERP) are also eligible to receive a RSCA Support Grant so long as they retain their status as a faculty unit employee.

Award of a RSCA Support Grant is contingent upon continuous employment during the funding period. If at any point during the funding period an awardee no longer retains their status as a faculty unit employee, any unspent portion of their award shall be forfeited.

Faculty unit employees may only submit one proposal for a RSCA Support Grant during this award cycle as the Principal Investigator (PI). There is no limit on the number of proposals a faculty unit employee may be involved in as a Co-PI, however, only PIs are eligible to receive reassigned time.

2. Award Categories and Funding Information

2.1. Award Amount

2022–23 RSCA Support Grant awards may not exceed $7,000, all inclusive. All funds must be spent during the funding period; no extensions beyond the funding period are allowed.

2.2. Funding Period

The funding period for 2022–23 Faculty RSCA Support Grant awards is for July 1, 2022, to June 30, 2023 (FY 2022-23).

2.3. Funding Purpose

Faculty may request funding for a variety of purposes including but not limited to the purchase of equipment, supplies including consumables, software, duplication services; to pay students for research support; incentives for research participants; and faculty reassigned time. If there is any doubt about whether RSCA Support Grant funding may be used for a particular purpose, faculty are encouraged to consult with the Office of Research and Sponsored Programs (ORSP) prior to submission of their proposal.

All funds must be spent in compliance with university policy, processes, and procedures, as well as any other relevant policies or regulations. The ORSP provides a partial list of relevant policies and procedures [here](#). Faculty are encouraged to reach out to ORSP if they have any questions or concerns. The following subsections include guidance relevant to some of the more commonly requested award categories.

2.3.1. Paying Students for Research

Wages for Student Assistants (class code 1870) range from $15.00 to $22.50, depending on the work being conducted and their level of education (i.e., undergraduate or graduate). When budgeting for a
Student Assistant, fringe benefits must be included at a rate of 1.45%. The Student Assistant classification may only be used during the academic year and requires full time enrollment (4 units for graduate students, 6 units for undergraduate students). Please note that students may not be employed more than 50% time (may not exceed 20 hours/week) from all university fund sources during the academic year. Employing students who do not meet the requirements for the Student Assistant classification—including employment during the summer, students enrolled less than half time, and students with a nonresident alien tax status—may require a higher fringe benefit rate. Please consult with ORSP if you have any questions about applying the correct fringe benefit rate.

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 obtain funding support—as a substitute for or supplement to funding requested as part of this program—for student researchers through CSR funding/programs.

### 2.3.2. Faculty Reassigned Time

Faculty may request a maximum of 3 weighted teaching units (WTUs) of reassigned time. For this intramural grant, please use an estimate of $2,183.40 per WTU (i.e., replacement cost). Probationary faculty in years 3–6 may be eligible for reassigned time for research activities from the Academic Affairs program during AY 2022–23 and therefore should consult with their Department Chair to determine whether they will receive reassigned time from the Academic Affairs program. Applicants should be aware that award of reassigned time via this grant may affect their eligibility for reassigned time from the Academic Affairs program.

### 2.3.3. Purchase of Software and Computers

Funds for the purchase of software and computers may be requested but, if funded, purchase of the requested item(s) will require review for accessibility and information security (ICT) and must be approved before products can be purchased. Award of funds for any requested IT purchases through this grant does not guarantee ICT approval.

The purchase of computers with standard specifications is strongly discouraged, as funding is likely available elsewhere. However, specialized computers that are required to complete the scope of the proposed project can be included with a strong justification including the necessity for the purchase of such a computer in the budget justification.

### 2.3.4. Travel

Travel funds may be requested but must be directly related to achieving the scope of the proposed project, such as field work. Requesting funding for travel to a conference is strongly discouraged as funds are likely available from other sources.

### 2.3.5. Research Participant Incentives

Funds for research participant incentives may be requested. Cal State East Bay 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 Cal State East Bay employees.
ORSP has implemented a procedure to compensate research participants that are not associated with Cal State East Bay with a gift card. More information can be found in the PI manual. If such a request is made, research participant incentives should not normally exceed the maximum limit of $25 per individual. Please contact Jennifer Cabrejas (ORSP) jennifer.cabrejas@csueastbay.edu for more details.

3. Evaluation Criteria

The criteria for evaluation are as follows, with the points for each criterion in parentheses:

a. Clarity of purpose (5 pts)
b. Significance of the proposed project to field, university, and/or society (20 pts)
c. Significance of the proposed major product(s) (10 pts)
d. Likelihood of producing the major product(s) (10 pts)
e. Appropriateness and feasibility of the proposed approach/methods for carrying out the project (20 pts)
f. Relationship of proposed project to prior work and/or future work (5 pts)
g. PI is probationary faculty (5 pts)
h. PI has not received an FSG or RSCA Support Grant in the previous two award cycles (5 pts)
i. Direct inclusion of students in the RSCA process and appropriateness/feasibility of mentoring plan (20 pts)

Additional details are available in the scoring rubric available on InfoReady.

4. Conditions for and of Receipt and Acceptance of Award

4.1. Reporting

Recipients of awards must report the results of the work supported by this program. The Chancellor’s Office requires progress reports due on December 31, 2022, June 20, 2023, and December 31, 2023. The report template will be available in InfoReady. By accepting an award, faculty commit to meeting all reporting deadlines.

4.2. Department and College Approvals

Applicants are required to consult with their Department Chair (or equivalent) and College Dean (or equivalent) prior to submission, and to receive approval from their Department Chair (or equivalent) and College Dean (or equivalent) for any reassigned time requests prior to submission of a proposal. Failure to do so may result in a proposal not being considered for funding.

4.3. Institutional Approvals

It is the responsibility of the PI to ensure that all necessary permissions are received for their project. Failure to obtain necessary permissions as required by university policy, processes, and procedures, as well as any other relevant policies or regulations, may result in delays in release of funds and/or revocation of award.
4.3.1.  **Human Subjects**


If the proposed project has already been reviewed by the IRB, a copy of the campus approval letter must be appended to the proposal (i.e., uploaded to InfoReady). If the PI has not yet submitted a protocol or if the protocol is pending review, successful PIs are required to submit a copy of the campus approval letter to the ORSP before any funds are released.

4.3.2.  **Animal Subjects**

Projects utilizing vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Compliance procedures are available on the ORSP and IACUC website [https://www.csueastbay.edu/orsp/compliance/iacuc/index.html](https://www.csueastbay.edu/orsp/compliance/iacuc/index.html).

If the proposed project has already been reviewed by the IACUC, a copy of the campus approval letter must be appended to the proposal (i.e., uploaded to InfoReady). If the PI has not yet submitted a protocol or if the protocol is pending review, successful PIs are required to submit a copy of the campus approval letter to the ORSP before any funds are released.

4.3.3.  **Other**

Projects may require additional campus approvals, for example, those involving foreign collaborators, recombinant DNA molecules or use of biohazardous materials, and/or unmanned aerial systems (UAS)/unmanned aerial vehicles (UAV). Please consult with the ORSP if there are any questions about what additional permissions may be required for your project. Successful PIs are required to submit copies of all required approvals to the ORSP before any funds are released.

5. **Proposal Preparation and Submission Procedures**

**Proposal Due Date: April 21, 2022, before 5:00 p.m. PDT**

Only proposals that meet all the requirements of this CFP (and by reference all information stated in the submission template and/or on InfoReady) will be accepted for review, as determined by the Chair of the Committee on Research (CR). The ORSP may be asked to provide an initial review of proposals to determine whether they meet all requirements of the CFP and report back to the Chair of the CR, who shall determine whether the proposal should be accepted for review or not.

Applicants are urged to make use of all existing resources while writing proposals, including obtaining critical feedback from faculty colleagues and/or collaborators and the staff of the ORSP to improve clarity of the grant application and to align it well with the CFP.
5.1. Application Instructions

You must use the RSCA Support Grant proposal template available in InfoReady. You may not exceed the space allotted for each component of the proposal. Please use Arial font, 11-point, single-spaced, 1” margins throughout. When you submit your proposal in InfoReady, the documents will be forwarded via InfoReady to the PI's Department Chair and Dean (or equivalent) for electronic approval (no need for signatures). A complete application consists of the following items:

1) Application Cover Page (see template)
2) Project Description (limit 2 pages)
   It is recommended that you use the headings for items a & b below in the order in which they appear, however, prompts need not be repeated.
   a) Summary Description: In words that are understandable to colleagues in other fields (plain language), provide (i) a summary description of the proposed project including the research questions or goals, (ii) a description of the methods and/or procedures to be employed in order to address the research questions or goals, and (iii) a statement indicating the significance of the project to your field, the university, and society.
   b) Product(s): Describe 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 publication, presentation at a conference, submission of a grant proposal to an external sponsor (specify identified sponsor and program), public performance, juried competition, etc. Please be specific about your expected product(s).
3) Appendix (optional; limit 1 page)
   Appendix material may include supplemental information graphs, tables, images, a book contract, etc.
4) Student Involvement (if applicable; limit ½ page)
   If applicable, explain how students will be involved in the project and/or the educational impact of the project on students. For projects directly involving students, please also include a mentoring plan, detailing how you will promote student learning and ensure student success. Examples include: (a) setting appropriately challenging high performance expectations, (b) personal involvement, (c) meaningful interactions, (d) diverse and inclusive experiences, (e) individualized and timely feedback, and (f) opportunities to reflect and integrate learning, make practical applications, and demonstrate competence.
5) Key Milestones and Timeline (limit ½ page)
   In the provided table, list key milestones for your project and when you anticipate they will be completed. Please feel free to modify the table to match your scope of work.
6) Current and Pending Support
   List all current and pending research support whether or not relevant and/or overlapping to the project proposed here.
7) Budget
   Provide budget total for expenses (not to exceed $7,000). Itemize expenses such as supplies, equipment, duplication, etc. For guidance on completing this section, please reach out to ORSP.
8) **Budget Justification** (limit ½ page)
   Provide a brief narrative justification for the requested budget and budget items.

9) **Equipment, Facilities, and Other Resources** (limit ½ page)
   Describe major equipment, shared facilities, reagents, and any other resources already available to the proposed project. Reviewers will use this section to assess the feasibility of the project as proposed.

10) **References** (no limit)
    Please include a separate references page, in whatever format is appropriate for your discipline. Please only include references that you directly cite in your proposal.

11) **Condensed CV for the Principal Investigator** (limit 1 page; appended to submission)
    Append a one-page CV for the principal investigator. The CV should list no more than 5 recent publications related to this project.

12) **Prior Approvals** (if applicable; appended to submission)
    Append any institutional approvals that you have already received for your project (e.g., IRB approval letter if the project includes human subjects and has already been reviewed by the IRB). See section 4.3. of this call for more information.

5.2. **Application Process**

- Complete the application using the proposal template provided on InfoReady.
- When the application is complete, upload the completed proposal template (PDF or Word format), CV (PDF or Word format, max 1 page), and if applicable prior approvals (e.g., from IRB or IACUC) 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 BEFORE the deadline: 5:00 p.m. PDT, Thursday, April 21, 2022.

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

**If you have any questions, please contact:**

Anne Wing (ORSP): anne.wing@csueastbay.edu or 510-885-4212

Benjamin K. Smith (CR): benjamin.smith@csueastbay.edu or 510-885-2543