

Cal State East Bay

Research Development (ORSP) Faculty Fellow

Proposal Deadline:

March 2, 2022

Scope of Responsibility:

Research Development^[1] Faculty Fellow will work with the Associate Vice President for the Office of Research and Sponsored Programs (ORSP) and other personnel to promote and advance research, scholarly, and creative activities (RSCA) excellence through sponsored programs. Specifically, the incumbent will provide Research Development (RD) services to the campus community to facilitate enhanced external grant-seeking to foster student/faculty collaboration, interdisciplinary and/or multi-college initiatives, and university/community partnerships.

This position is a pre-pre-award service position that will involve some grant writing, critical review and editing of grant proposals and related content, mentoring, and facilitation to enhance the quality of the content of grant proposals submitted to external funders. Additionally, the incumbent will assist the AVP for the ORSP in designing, implementing, evaluating, and adapting RD programming and structures to ensure evidence-based, inclusive research development opportunities for all faculty and staff that are interested in engaging in extramural grant seeking. This position is ideal for a faculty member interested in learning about various RSCA expertise on campus, faculty development and mentoring, and future administrative careers directly or indirectly related to research, faculty affairs, or support.

Compensation:

The Research Development Faculty Fellow will receive 3 WTUs of reassigned time per semester for a total of 6 WTUs per academic year (3 WTUs for fall 2022 and 3 WTUs for spring 2023). The expected workload is equivalent to that of a 3-unit course (8-10 hours per week). The appointment is for one academic year, with the possibility of reappointment provided there is evidence of meaningful contributions to and impact on the experiences of CSUEB's extramural grant-seeking community.

Day-to-day Responsibilities:

- Collaborate with other stakeholders to identify areas of institutional research priorities and strengths
- Contribute to the design of campus-wide and college-specific grant development ideas meetings

- Disseminate funding calls that align with college and campus priorities
- Nurture proposal teams to compete for large institutional and complex extramural grant opportunities
- Facilitate collaborations between investigators
- Mentor faculty and staff that are new to extramural grant seeking
- Assist faculty and staff in all phases of grant proposal content development and refinement for extramural grant seeking
- Support the efforts of CSUEB faculty and staff to submit more competitive extramural grant proposals
- Conduct weekly office hours with interested faculty, or staff, and/or grant proposal teams
- Meet weekly with the AVP for the ORSP and other personnel as needed

The RD Faculty Fellow will be an integral member of the ORSP team and will work closely with AVP for the ORSP and other personnel. Hence, this position will have a significant influence on faculty and staff Research, Scholarly, and Creative Activities (RSCA) development. Therefore, it is essential that the RD Faculty Fellow can function effectively in both leadership and followership roles. The incumbent should have excellent communication, project management, and grantspersonship skills and should be technology-proficient (Google suite, Slack, Zoom, basic knowledge of social media platforms). Additionally, the RD Faculty Fellow is someone who is actively engaged with our diverse campus population so they can contribute to inclusive and culturally responsive RD programming, structures, and policies.

Eligibility Requirements:

- Tenure-track or tenured faculty (any rank)
- Active RSCA agenda, as documented through CV
- Evidence of strong track record for extramural grant seeking and funding
- Committed to broadening CSUEB's participation in extramurally sponsored RSCA
- Willing and able to fully commit a minimum of 8-10 hours per week (3 WTUs) serving in the Faculty Fellow role

How to Apply:

To be considered for the Research Development Faculty Fellow position for AY 2022-23, please submit a *single .pdf file* application package consisting of your:

- Letter of interest (750 word maximum)
- Research accomplishments statement highlighting extramural grant development and grant-seeking experience, specifically covering any experience in mentoring or leading others in grant development (750 word maximum)
- CV

Please email your application package to the AVP of ORSP, Chandra.khan@csueastbay.edu. Applications will be accepted until 11:59 pm on March 2, 2022.

Start Date:

August 2022, aligned with the start of the CSU East Bay 2022-2023 Academic Calendar.

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Research Development covers a wide array of proactive, catalytic, and capacity-building activities designed to facilitate attracting enhanced extramural funding, creating relationships, and developing and implementing strategies that increase institutional competitiveness. For more details, see <https://www.nordp.org/what-is-research-development>