

California State University Channel Islands  
Office of Faculty Development and Office of the Dean  
Faculty Development Advisory Committee

**Preview: Call for Proposals**

**(Anticipated) Faculty Development Projects 2004-05**

**Proposals Due September 15, 2004**

All faculty will be invited to request support for instructional innovation and research projects to be conducted during the 2004-05 academic year. Funded by the Office of Faculty Development, these projects should benefit the University and students through advancing faculty efforts as teachers and scholars. With this advance notice, anticipating funding in the coming academic and fiscal year, faculty can start planning 2004-05 projects, including requests for release time from teaching during spring semester 2005.

The purpose of this grant program is to assist faculty (or faculty teams) with launching or maintaining a line of work that enhances their success in their assignments at Cal State Channel Islands. This program also aims to support success in retention, tenure, and promotion; to foster interdisciplinary projects and teamwork; and to promote innovations in teaching, scholarship, and creative activity. This is an opportunity for faculty to undertake or continue work on projects that require concentrated time, for example, to explore new areas and types of research, such as scholarship of teaching (research on learning in your own classes and programs), or to develop and try out new instructional approaches.

Faculty may request mini-grants up to a maximum of \$3,000 (for publications, equipment and supplies, student assistant wages, travel, and other project-related expenses) and/or release time Spring 2005 -- up to 3 weighted teaching units (WTUs). The assigned time portion of this faculty development program will be available to tenure-track faculty only.

Faculty seeking support from these funds will be asked to prepare a brief proposal that explains their project, anticipated outcomes, and the benefits for themselves and the University. Proposals must also include a project timeline and an itemized budget, and other elements as indicated in the instructions below. Projects may be conducted by individual faculty or by faculty teams. No more than one request per faculty member please.

Requests for a 2004-05 Faculty Development Grant will be due via email in the Office of Faculty Development September 15, 2004, with a copy to the relevant Program Chair(s). As with mini-grants awarded in 2002-03 and 2003-04, members of the Faculty Development Advisory Committee will review project proposals and make funding

recommendations to the Dean, who will make final award decisions no later than mid-October 2004.

Reporting requirements for funded projects: Brief reports summarizing accomplishments and itemizing project expenditures are due to the Dean, with copies sent to the relevant Program Chair(s) and the Director of Faculty Development, no later than June 30, 2005.

As budget information becomes available, faculty will receive up-dates on the status of this RFP and funding of this program. No grants or commitments can be made prior to budget allocations in the CSU and on campus, but we are fairly confident that there will be funds for projects again next year, supplemented by an increased allocation to Cal State Channel Islands from the CSU Research, Scholarship, and Creative Activity program. (RSCA funds are allocated based on FTES the preceding fall term.)

Faculty with questions about this RFP or about their project ideas can contact Carol Holder, Interim Director of Faculty Development, ext. 8948 or carol.holder@csuci.edu, until June 11. After that date, send requests for assistance to facdev@csuci.edu and the new interim director of faculty development will provide assistance.

### **Proposal Components**

Proposals should include

1. a project description (no more than two pages), stating
  - a. objectives and anticipated outcomes of the project;
  - b. plans for achieving these objectives, including delineation of responsibilities among members of the project team;
  - c. professional development benefits for the faculty involved;
  - d. how the project relates to the assignments and duties of faculty involved and how it impacts their teaching;
  - e. benefits for the University and, directly or indirectly, for our students.
2. a schedule or timeline for the project.
3. a budget narrative and justification (mini-grants only).

There are special requirements for some proposals:

4. Faculty requesting support to continue projects begun with earlier faculty development grants should include a paragraph summarizing results from the previous work.
5. Faculty not on an annual appointment for 2004-05 should indicate their expectation of reappointment Spring 2005 (or ask their Program Chair to do so on their behalf).

### **What to Consider in a Project Budget for Mini-Grant Requests**

Faculty do not need to calculate the cost of 3 WTUs assigned time. That will be calculated automatically at the average replacement rate (about \$5,000 for 3 WTUs). Faculty do need to prepare proposed budgets for mini-grants for other project expenditures, if they are requesting such support. The maximum funding available for the mini-grant portion of any single project is \$3,000. Because program resources are state funds available the 2004-05 fiscal year only, awards *must be spent by June 30, 2005*, and, for equipment and supplies, must be *requisitioned and encumbered even earlier*.

The budget justification that accompanies the itemized list of project expenses should explain the costs so that a reviewer can see how the expenditure relates to accomplishing project objectives. The budget justification should explain, for example, purpose and location of travel, duties of student assistants, precise types and cost of equipment and supplies, *etc.*

Expenses that can be paid from this program include:

#### **1. Equipment**

Equipment (including computer hardware) that is essential to the project can be purchased *via requisition*. The total should include 8% state sales tax and costs for maintenance agreements, if required, and for shipping and handling. Equipment purchased with these funds is the property of CSU Channel Islands and must be made available for others to use.

#### **2. Supplies and services**

Supplies and services include requisitioned items such as software and publications, cartridges and chemicals, film and batteries, paints and page charges. Budgets must include funds for sales tax and for shipping and handling charges.

#### **3. Travel expenses for faculty**

Travel expenses (transportation, lodging, and meals) must be essential to attainment of the project objectives. It is not the purpose of this program merely to extend or supplement travel funds already allocated to tenure-track faculty but rather to support

professional development projects where travel may be a component. The amount of reimbursement is limited to the *per diem* rates established by the state.

#### **4. Student assistants**

Students can be paid an hourly wage for their assistance with the project, but they must be hired as regular student assistants, following campus procedures. Students can work no more than 20 hours per week when classes are in session. In planning a project, faculty should recognize that having student assistants involves a significant supervisory and bookkeeping responsibility for the project director. Maria Tauber can provide additional information on wages, classifications, and other matters related to planning a project that will involve student assistant employees.

#### **Criteria for Evaluating Proposals**

Proposals will be evaluated on the following criteria:

##### 1. The Project

Are the project goals *significant*? Will the faculty involved and the University (and other groups) benefit from this project?

Are the project goals *appropriate* for CSU Channel Islands and for the faculty conducting the project? Will it have an impact on their teaching? Is the project congruent with the campus assignments and responsibilities of the faculty involved?

Will the project methods and plans lead to achieving the stated objectives?

Is the timeline realistic?

Does the project involve collaboration, with the contributions of individual members clearly delineated? Are there interdisciplinary or cross-disciplinary elements?

Is this an innovative, creative project?

Are there plans for dissemination of project results? Can the author(s) of the proposal write clearly about this project?

##### 2. Resources and Budget

Is supporting this project an appropriate use of these faculty development funds?

Are the expenditures reasonable? Are they justified?

Does the project duplicate efforts already undertaken or equipment available elsewhere on campus?