

**REQUEST FOR PROPOSALS**  
**2009-10 Faculty Development Mini-Grants**  
***PROPOSALS Deadline is February 15, 2009 Midnight Pacific Time***

**Updates for this year's RFP:**

*(1) We are especially encouraging mini-grant proposals to lay groundwork for further grant proposals for procurement of larger external funds.* Some funds for our Mini-grants come directly from the Chancellor's office. Data shows that System-wide, about 40% of such mini-grant funds are applied toward such groundwork.

*(2) This year, the Center for Integrative Studies (CIS) is pleased to announce a supplementary stipend for those Faculty Development Mini-Grant proposals that have an interdisciplinary component to their teaching and research project.* ICIS will award three supplementary stipends of \$1,200 to funded mini-grants. The stipend is \$400 for the grantee and \$800 for the faculty consultant to be received during fall or spring. Criteria for evaluating those proposals that note an interdisciplinary emphasis appear in bold italic font below. These criteria are not part of the reviews of proposals for which the authors have not designated an interdisciplinary emphasis.

*(3) This year, a Mini-Grant Proposal Help Sheet is available as a fill-in sheet to help you to create, format, and review your proposal before submission.*

**Overview of the Mini-Grant Program**

We invite faculty to request support for instructional innovation and research projects to be conducted during the Fall or Spring semesters of the 2009-2010 academic year. These projects should benefit the University and students through advancing faculty efforts as teachers and scholars.

The purpose of the Faculty Development Mini-Grant program is to (a) assist pretenured probationary faculty in teaching and research projects that help them meet the RTP criteria, (b) support tenured associate and full professors in continuing to produce research and/or teaching projects, especially those that support innovations in teaching that incorporate international dimensions or web-based instruction and other technologies, or (c) support lecturer faculty for innovations in teaching and promoting student success.

Faculty may request reassigned time for Fall 2009 or Spring 2010 (the equivalent of our present \$7416 in funding, including benefits, for 3 WTUs), and/or up to \$3,000 for other expenses (supplies, student assistants, equipment, travel, etc.). *The reassigned time portion of this faculty development program will be available to tenure-track faculty only.* Priority will be given to pretenured faculty seeking to meet RTP criteria.

Interested faculty should submit a proposal that conforms to the Proposal Components section of this RFP. Only one proposal per faculty member will be accepted. Mini-Grant proposals may include a team of faculty members.

*Proposals are due February 15, 2009, submitted as .doc (no .docx formats, please) or PDF files through EasyChair® Conferencing System. Faculty submitting proposals should copy the relevant Program Chairs at the time they submit. Our EasyChair® site is at <http://www.easychair.org/conferences/?conf=csucimg09>. When you are ready to submit, paste that link into your browser. Set up your account by following "If you do not have an EasyChair account or have problems to log in then click here." Then, follow subsequent links from: "If you do not have an EasyChair account, click here to obtain one." In event of a failed EasyChair server, email your file as a .doc (no .docx files, please) attachment to Director of Faculty Development ([ed.nuhfer@csuci.edu](mailto:ed.nuhfer@csuci.edu)).*

Proposal components, budget guidelines, and proposal review criteria follow.

### **Proposal Components**

Proposals are limited in total length to no longer than a cover page with abstract (250 words maximum) and three, single-spaced pages in font no smaller than 12 pt (Times New Roman font suggested). The proposal should contain the following sections compiled in the order below.

#### **I) COVER PAGE: Title, author(s) and brief abstract – 250 words maximum**

Designation as a proposal to help support procurement of external funds \_\_\_ Yes \_\_\_ No

Designation as a proposal for additional review for CIS supplementary funds for proposals that emphasize an interdisciplinary component \_\_\_ Yes \_\_\_ No

#### **II) Goals and Anticipated Outcomes**

- a) List the goals of the project and the anticipated outcomes during the period of funding of the mini-grant. If you list longer-term goals or anticipated outcomes that will extend beyond the duration of the mini-grant, clearly differentiate these from the goals and outcomes to be achieved during the period of funding of the mini-grant.
- b) Indicate how the goals and objectives are related to your assignments and responsibilities at CSUCI, and how they achieve the purposes of the Mini-Grant Program.
- c) If you are a probationary faculty member and are seeking support for a project that will help you meet RTP criteria, explain how the project will do that (based on program or University criteria and standards and/or your annual RTP reviews).
- d) *If your proposal is interdisciplinary, clearly explain its components in questions a-c. Identify who the faculty consultant is and their area of expertise as it relates to your project. Describe how their expertise will reasonably extend your project goals and anticipated outcomes.*

*\*Special requirement for on-going projects: Faculty requesting funding to continue projects begun with prior campus support, such as earlier faculty development grants, should include a paragraph summarizing results from the previous work.*

### **III) Plans and Procedures**

- a) Describe the processes by which you will achieve the goals and anticipated outcomes during the funding period of the mini-grant. Present your plans and procedures in language suited to convey your message to readers who are not in your discipline. Avoid unnecessary jargon as much as possible, and explain how your plan leads to achieving the goals and outcomes of the project.
- b) Your role and that of any student assistants must be presented in terms of a workload consistent with the requested funding.
- c) *If your proposal is interdisciplinary explain how you plan to work with your faculty consultant to achieve your goals. Include evidence of your faculty consultant's willing to collaborate.*

### **IV) Professional Development Benefits of the Project**

- a1) If you are tenure track faculty, explain how your project addresses aspects of your Professional Development Plan **or**
- a2) If you are lecturer faculty, explain how the proposal contributes to your growth and success as a teacher/scholar.

For example, the project may help you

- to examine, develop, and test a new approach to teaching
- to present work to disciplinary peers and receive constructive feedback
- to enhance your writing skills and publish reports of your work
- to secure research results that will lead to research funding
- to examine, develop, and test new creative techniques
- to investigate the impact of a course or of your instruction
- to research an area related to your scholarship

- b) Explain also the impact of your proposed project on others, showing how the campus, regional, national, and/or international community may benefit.

*c) If your proposal is interdisciplinary clearly indicate how it adds to the above sections.*

### **V) Plans for Dissemination of the Project Results**

- a) All projects must have some form of dissemination appropriate to the proposal. Explain *how* your outcomes of the proposed project will be disseminated and *to whom*.
- b) In some cases, dissemination may involve a written report to the Dean, Program Chair, and Director of Faculty Development while for other projects, a presentation at a conference, publication of an article, submission of a proposal for extramural funding, or exhibit of

creative work may be appropriate. Explain why the level of dissemination you chose is appropriate to your proposal.

***c) If your proposal is interdisciplinary, indicate how it will be beneficial and/or add to the above dissemination options.***

## **VI) Timeline for the Project**

- a) Present your proposed project in the form of a timeline, outlining your plan of what work will be conducted, by whom, and at what stage during the funding period of the mini-grant. If your project will extend beyond the funding period of the mini-grant, clearly indicate what portion of the work will be accomplished during the funding period.
- b) The amount of work proposed to be performed during the mini-grant funding period should be clearly presented as realistic, considering other responsibilities of the individual(s) who will be working on the project.
- c) If your proposal is interdisciplinary clearly indicate in your timeline when you will have contact with the faculty consultant.***

## **VII) Budget Narrative and Justification**

- a) Prepare an itemized budget that lists as precisely expenses for all resources required. If you have more than one source of funding (other campus funds or extramural funds, for example), indicate what those funds cover(ed) and what expenses you are requesting be supported by this mini-grant.
- b) Include a budget narrative that shows how the requested funds will allow the project to be achieved during the period of support and how the requested funding is appropriate for the nature of the proposed work.

Consider the following topics when preparing a mini-grant budget.

***Reassigned Time*** Indicate how many units of reassigned time you are requesting (up to 3 units). Reassigned time can be requested for **either** the Fall 2009 or Spring 2010 semester. Reassigned time for lecturers is not supported by the mini-grant program and must, instead, be negotiated with the lecturer's Chair as part the annual or semester contract. Faculty may not apply for more than one mini-grant per academic year.

***Equipment*** (including computer hardware) that is essential to the project can be purchased *via requisition*. The total should include 8% state sales tax, shipping and handling, and costs for maintenance agreements, if required. Equipment purchased with these funds is *the property of CSU Channel Islands and must be made available for others to use*. Faculty should review the listing of campus equipment available for individuals to use before requesting equipment. When requested equipment is already available on campus, this portion of a mini-grant will be cut from the budget. In some cases, the equipment may be available but has limitations for its use that should be clearly indicated in the proposal.

***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. Faculty are requested to use Interlibrary Loan whenever possible for books and other materials; Books that are funded by a Mini-Grant become the property of the CSU Channel Islands Library. Typically costs for photocopying are not funded.

**Travel expenses for faculty** Travel expenses (transportation, lodging, and meals) must be shown to be integral to the success of the project. Mini-Grant funding is not intended merely to extend or supplement travel funds provided for tenure-track faculty, and tenure-track faculty must provide a statement in the proposal that indicates how the already-allocated program travel funds will be expended. The amount of reimbursement is limited to the *per diem* rates established by the state. Travel must be completed by June 30, 2009 and can be accrued for reimbursement in July. (Travel claim must be submitted no later than July 31, or travel will be charged to academic program account in the new fiscal year.)

**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. Faculty Affairs can provide additional information on wages, classifications, and other matters related to planning a project that will involve student assistant employees. The student assistant classification and rate of pay should be clearly indicated in the budget for a mini-grant proposal. If you are funded for a student assistant, please make sure that students submit timesheets in timely manner so that wages are posted by June 30. *If not posted by June 30, wages will be charged to your academic program's account in the new fiscal year.*

### **Institutional Review Board (IRB) Approval**

If your project involves research on human subjects (including students in classes you teach), your proposal should be submitted to the Institutional Review Board (IRB) on or before **February 15, 2009**. Information about the IRB approval process can be obtained from the Office of Research and Sponsored Projects; contact Amanda Quintero (Amanda.Quintero@csuci.edu) for more information about the IRB process.

### **Reporting requirements for prior funded projects**

Brief reports summarizing accomplishments and itemizing project expenditures are due to the Director of Faculty Development, with copies sent to the relevant Program Chair(s) and Dean, no later than **June 30, 2009**. Faculty who do not submit reports may not be eligible for subsequent mini-grants.

### **Proposal Review Process**

The proposals will be evaluated anonymously by at least three faculty members. Reviewers come from a pool of past Mini-grant recipients. Reviewers will use the Mini-Grant Proposal Evaluation Form (provided at the end of this RFP) to rate proposals independently and as a basis for reaching consensus among the three evaluators.

## 2009-2010 MINI-GRANT PROPOSAL CHECKLIST

Proposal Evaluation: Proposals will be evaluated using the following criteria.

I. Furnished with title, abstract and proposal that meets page length limits \_\_\_ Yes \_\_\_ No

II. Designated if appropriate as

- (a) a minigrant to lay groundwork for a proposal for external funding or
- (b) a minigrant proposal that seeks additional support of CIS funds for proposals that emphasize an interdisciplinary component. In this case, be sure to identify an Interdisciplinary Faculty Consultant.

## 2009-2010 MINI-GRANT PROPOSAL EVALUATION FORM

Criteria with \*apply only in separate review of minigrants that designate requested support from CIS funds.

III. Goals and Anticipated Outcomes

a. *The goals of the proposal are well defined*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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b. *The anticipated outcomes are consistent with the goals.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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c. *The proposal delineates how the project will help the faculty member(s) succeed in the RTP process, or it articulates an instructional improvement project with research to evaluate the effect.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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\*d. *The proposal identifies faculty consultant, areas of expertise and how this collaboration will reasonably extend project goals and anticipated outcomes.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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IV. Plans and Procedures

a. *The plans and procedures are appropriate for the anticipated outcomes*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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b. *The plans and procedures describe the activities of the investigator(s) and any student assistants.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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\*c. *The plans and procedures describe work and collaboration with faculty consultant.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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V. Professional Development Benefits of the Project

*Note for reviewers: rate a1 if the first author of the proposal is tenure track faculty or rate a2 if the first author of the proposal is lecturer faculty but DO NOT ENTER RATINGS in BOTH CATEGORIES*

a1. *The proposal makes explicit the benefits to the professional development plan of the investigator(s)*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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a2. *The proposal helps faculty otherwise examine and promote instructional effectiveness, innovation, scholarly pursuits, and/or creative activities that will inform their teaching.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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b. *The project describes the benefits to the campus or local community.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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\*c. *The proposal describes the benefits of interdisciplinary collaboration for the project.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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VI. Plans for Dissemination of the Project Results

a. *The proposal clearly identifies how the outcomes of the work will be disseminated and to whom.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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b. *The level of dissemination is appropriate for the goals and anticipated outcomes.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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\*c. *The plan for dissemination indicates benefits of interdisciplinary collaboration.*

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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**VII. Timeline for the Project**

*a. The activities are attainable within the timeline of the proposal.*

<b>Persuasively articulated (4)</b>	<b>Articulated (3)</b>	<b>Vaguely described (2)</b>	<b>Not evident (1)</b>
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*b. The work to be conducted during the funded period is clearly outlined.*

<b>Persuasively articulated (4)</b>	<b>Articulated (3)</b>	<b>Vaguely described (2)</b>	<b>Not evident (1)</b>
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*\*c. The plan for collaboration with faculty consultant is clearly outlined.*

<b>Persuasively articulated (4)</b>	<b>Articulated (3)</b>	<b>Vaguely described (2)</b>	<b>Not evident (1)</b>
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**VIII. Budget Narrative and Justification**

*a. The budget justifies the resources requested based on the goals of the project*

<b>Persuasively articulated (4)</b>	<b>Articulated (3)</b>	<b>Vaguely described (2)</b>	<b>Not evident (1)</b>
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*b. The budget request is appropriate and reasonable based on the goals of the project*

<b>Persuasively articulated (4)</b>	<b>Articulated (3)</b>	<b>Vaguely described (2)</b>	<b>Not evident (1)</b>
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Items below are not part of the rating but must be completed prior to award of mini-grant.

Are human subjects involved? \_\_\_Yes \_\_\_No

If "YES," has IRB approved the project? \_\_\_Yes \_\_\_No