

REQUEST FOR PROPOSALS
2008-09 Faculty Development Mini-Grants

PROPOSALS Deadline February 11, 2008 Midnight Pacific Time

We are currently constructing an online system for submission and reviews in EasyChair®. Instructions for submissions and reviews using EasyChair® will be posted in January 2008 on our CSUCI Faculty Development web site and conveyed to all faculty by email.

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 2008-09 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 untenured 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 2008 or Spring 2009 (the equivalent of \$7431 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 untenured 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 11, 2008, submitted as .doc files through EasyChair® Conferencing System. Instructions to submit and review files via EasyChair will be furnished in a forthcoming document. In event of a failed EasyChair server, these files can be alternatively emailed as .doc attachments to The Director of Faculty Development (ed.nuhfer@csuci.edu). Faculty submitting proposals should copy the relevant Program Chairs at the time they submit.

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

Proposal Components

Proposals are limited in total length to no longer than 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) 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).

**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.

II) 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.

III) 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.

IV) 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.

V) 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.

VI) 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 2008 or Spring 2009 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 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 11, 2008**. Information about the IRB approval process can be obtained from the Office of Research and Sponsored Projects; contact Barbara Thorpe (Barbara.Thorpe@csuci.edu) or Amanda Quintero (Amanda.Quintero@csuci.edu) for more information about the IRB process.

Reporting requirements for 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 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.

2008-2009 MINI-GRANT PROPOSAL EVALUATION FORM

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

I. 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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II. 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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III. Professional Development Benefits of the Project

Note: rate a1 for tenure track faculty or rate a2 for lecturer faculty but NOT BOTH.

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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IV. 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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V. Timeline for the Project

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

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

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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VI. Budget Narrative and Justification

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

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

Persuasively articulated (4)	Articulated (3)	Vaguely described (2)	Not evident (1)
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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