

REQUEST FOR PROPOSALS 2010-11 Faculty Development Mini-Grants
PROPOSALS Deadline is February 28, 2010 Midnight Pacific Time

Updates for this year's RFP:

- (1) Again, 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, a Mini-Grant Proposal Help Sheet is again available as a template to help you to create, format, and review your proposal before submission. It is downloadable from http://facultydevelopment.csuci.edu/mini_grants.htm.
- (3) Last year only, some supplemental funds were available for mini-grants with an interdisciplinary emphasis. As result of budget cuts, these supplemental funds are no longer available, and the criteria related to these supplemental funds does not appear in the RFP. This results in a simpler proposal and a shorter reviewers' scoring rubric.

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 2010-2011 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 pre-tenured 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.

Interested faculty should submit a proposal that conforms to the Proposal Components section of this RFP. Only one proposal per faculty member can be accepted. Mini-Grant proposals may include a team of faculty members. Faculty may request reassigned time for Fall 2010 or Spring 2011 (the rate in our present furlough year is \$6876 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 pre-tenured faculty seeking to meet RTP criteria.

Proposals are due by midnight, February 28, 2010, submitted as .doc (no .docx formats, please) or PDF files through EasyChair® Conferencing System. Faculty submitting proposals should copy their relevant program chairs/directors at the time they submit.

Our EasyChair® site is at <http://www.easychair.org/conferences/?conf=csuciminigrants10>. 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).

Help Sheet

Mini-Grant Proposal Components and Reviewers' Scoring Rubric Combined

(Enter appropriate material. Use 12 pt. font and single-spacing. Then, delete all blue scaffolding text from these sheets)

Our EasyChair® Site is <http://www.easychair.org/conferences/?conf=csuciminigrants10>.

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](#)," and then by following 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**) or PDF attachment to Director of Faculty Development (ed.nuhfer@csuci.edu).

COVER PAGE

Enter *TITLE* here:

Enter *AUTHOR(S) and their disciplines* here:

Enter *KEY WORDS for INDEXING* (Minimum of 2, maximum of 5) here.

Enter *ABSTRACT* (250 words maximum) here.

You can cut and paste your text from Title, Author, Key Words and Abstract into EasyChair® when you submit online. You then upload your entire proposal as a .doc or a PDF format file.

Minigrants that seek to produce proposals for larger external fund grants are especially encouraged. We will support a later grant-writing workshop for respondents who check "Yes" below. Please keep statement and response in black below in your proposal submission. It is not a requirement that your proposal include seeking to produce proposals for larger external fund grants, and checking "No" does not affect reviewers' ratings.

Does this mini-grant lay groundwork for a proposal for further external funding? ____Yes ____No

BODY OF PROPOSAL – THREE PAGE LIMIT BEGINS HERE. THE LIMIT DOES NOT INCLUDE THE COVER PAGE.

Describe the goals and anticipated outcomes here. Use subheading "*Goals and Anticipated Outcomes.*" After you write this section, do a self check of its meeting the following evaluative criteria.

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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Describe the plans and procedures here. Use subheading "*Plans and Procedures.*" After you write this section, do a self check of its meeting the following evaluative criteria.

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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Describe the Professional Development Benefits of the Project here. Use subheading "*Project Benefits.*" After you write this section, do a self check of its meeting the following evaluative criteria.

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 RATE BOTH CATEGORIES

a1. The proposal makes explicit the benefits to the professional development plan of the investigator(s) or 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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Describe here how you plan to disseminate the results of your project. Use subheading "Dissemination of results." After you write this section, do a self check of its meeting the following evaluative criteria.

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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Succinctly provide the timelines for enacting the proposed project here. Use subheading "Timelines." After you write this section, do a self check of its meeting the following evaluative criteria.

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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Succinctly provide the budget the proposed project here. Use subheading "Proposed Budget." (Note: The rate in our present furlough year is \$6876 in funding, including benefits, for 3 WTUs. Use these figures for now for 2010-11. Whatever figures exist by deadline of this RFP funding, we'll make the adjustments for you in these amounts to keep your request in accord with current rates.) After you write this section, do a self check of its meeting the following evaluative criteria.

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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Be sure to answer the following. If your project needs IRB approval, apply for that approval as soon as possible.

Items below are not part of the rating, but they must be completed prior to distribution of award funds for the project.

Are human subjects involved? ___Yes ___No

If "YES," has IRB approved the project? ___Yes ___No