



## **2018-2019 Faculty Research & Development Minigrants** *REQUEST FOR PROPOSALS*

**PROPOSAL DEADLINE is Monday, December 4th, 2017**

### ***Overview of the Research & Development Grants Program***

Faculty members are invited to apply for a grant for faculty research, scholarship, and creative activity (RSCA) projects to be conducted during the 2018-2019 academic year. Excellence in RSCA builds an individual's CV, informs their teaching, and strengthens the University's academic reputation. Each year, the University sets aside funds specifically for this competitive proposal opportunity to give faculty members additional resources that will enhance their ability to be productive scholars in their discipline. For 2018-2019, there will be approximately \$105,000 available to support proposed grants in this competition.

### ***Eligibility and Conditions***

Grant proposals may be submitted by individual faculty members or by a team of faculty members for support in the form of reassigned time, summer stipends, supplies, equipment, travel, etc. Only one grant proposal per faculty member will be accepted.

Proposed budgets should be appropriate for the project described, but because this competition aims to support as many faculty members as possible, proposal budget should not exceed \$8000. Request for faculty summer salary will be limited to \$3000. Only tenured, tenure-track, or full-time lecturer faculty may request reassigned time. For an applicant's budgeting purposes, reassigned time for 2018-2019 should be valued at \$2000 per unit. Requests for items typically supported through Instructionally Related Activities (IRA), Student Research Advisor Committee (SRAC), Materials, Services, Facilities and Technology (MSFT), or other channels of funding will not be considered.

### ***The Review Process and Considerations***

The Minigrant Review Committee (MRC) evaluates every proposed project for relative coherence, clarity, and general academic quality. Proposal evaluation includes the project goals and outcomes, the significance of the project, the research plan and methodology, the plan for disseminating project results, the project timeline, and project assessment. These criteria are described in more detail below.

The MRC will evaluate how each proposed project will contribute to the professional development needs of the project's applicant(s). Examples of professional development include publishing scholarly work, convening or presenting in academic conferences, innovations in the scholarship of teaching and learning effectiveness, traveling to work with collaborators, maintaining or deepening disciplinary expertise, and exploring new scholarly avenues. Additionally, special consideration will be given to proposals that are more intensive and could not reasonably move forward without support.

While proposals will be evaluated on merit, the MRC will carefully consider the status of each grant writer (lecturer, probationary, or tenured faculty member) and strive to achieve a reasonable balance across statuses as it establishes a final ranking of proposals. Special consideration may be given to

probationary faculty. Please note that the current collective bargaining agreement grants probationary faculty 3 WTU for reassigned time each semester for their first two years at CSU Channel Islands. Faculty receiving such reassigned time in 2018-2019 will be given lower priority. Additionally, faculty will be given lower priority for an award if they were previously granted a minigrant for 2017-2018.

Minigrant proposals are encouraged to lay groundwork for the pursuit of funds from external sponsors. Those interested in pursuing external grant funding should work with the Research and Sponsored Programs pre-award staff to identify opportunities that align with their interests.

Applicants are both encouraged to write for a general audience (reviewers) and to write for a scholarly audience (their disciplinary peers).

### ***Review Criteria***

Because every discipline has its own standards for scholarship and teaching, reviewers will make every effort to take disciplinary context into consideration when they evaluate a proposal. Each proposal will be reviewed on the basis of criteria that express the intent of Senate Policy 11-14. These criteria are:

Project goals and outcomes: The proposal clearly describes the focus of the project (e.g., research problem, objective), sets clear goals and outcomes, and it explains the steps that will be taken to realize project goals.

Research plan and methodology: The proposal conveys a complete and well thought-out plan for the project that describes the activities of all individuals involved in the project. Depending on the scope of the proposal, this section may consider data collection methods (e.g., interviews, sampling protocols), compliance requirements (e.g., IRB), and data analysis. If support is requested for a student research assistant, the proposal must also include a description of their role and how the faculty member(s) will provide them mentoring or management.

Professional development benefits for faculty: The proposed makes clear how the project will advance each individual applicant's research, scholarship, and creative activity. The proposal discusses whether the applicant(s) intend to pursue external funding and identifies which courses of external funding are likely to be pursued. If a team of faculty members is involved in the project, the benefits for each team member should be addressed separately.

Benefits to the University, School, Program, and the applicant's teaching: The proposal makes clear how the proposed project will contribute to the intellectual culture of the institution and how it will inform the applicant's teaching.

Dissemination plan: The level and type of dissemination is appropriate for the project, its goals, and its outcomes.

Project timeline: The project goals and objectives are attainable within the timeline of the proposal.

Project assessment: The proposal describes how the product(s) of the project will be assessed and evaluated to determine the degree of success achieved. For instance, project products or outcomes will be identified.

Budget: The proposed budget is reasonable in the context of the project description, and the project costs are necessary to achieve project goals and outcomes.

Once award decisions have been announced, all applicants will receive written reviews from the MRC that include what the committee regarded as strengths and weaknesses of the proposal. A list of awards made will be posted to the minigrant program web page.

### ***Proposal Requirements***

Proposal documents should be prepared using a word processor, should use single-spaced text in a font size no smaller than 12 point, and submitted in PDF format. A font should be chosen that is easy for a reviewer to read. The MRC suggests Times New Roman, Palatino, or Computer Modern fonts. Page margins should be no smaller than 1 inch, and pages must be numbered.

Each proposal package should consist of the elements described below. If an applicant has received a minigrant in the past five years, the applicant should also include a copy of the post-project report submitted upon the completion of each of those minigrants.

### Cover Sheet

#### Proposal Summary (250 words)

The Project Summary outlines the proposed project in a way that is suitable for sharing independently of other proposal components. This summary should be no longer than a half-page and be appropriate for publication on the CI web page. This summary should be the first section in the Proposal Narrative (described below). The applicant will also separately submit the text of this summary as part of the online application.

#### Proposal Narrative (3 pages max)

The proposal narrative should include sections, starting with the Proposal Summary, that target the categories that will be used to review the proposal, e.g., project goals and outcomes, significance of the research or creative project, research plan and methodology, dissemination plan, and project assessment.

#### Proposal Budget (1 page)

The budget page should include an itemized statement of expected costs of the project and a subtotal of those costs along with a subtotal for reassigned time if requested. All costs should be listed and their use described and justified. The need for reassigned time should be justified separately, and the applicant should specify when they would like the reassigned time granted (Fall or Spring). Requests for three units of reassigned time are normal. Requests for additional reassigned time are allowed, but very rarely granted.

Funds will be available on 1 July 2018 and must be spent by 20 June 2019. Due to general fund spending constraints that are tied to the fiscal year, summer stipends may only be available for work in July 2018 or in June 2019. Please budget accordingly. Instructions on using funds will be sent to PIs and Program Analysts in June 2018.

### Curriculum Vitae

A one-page curriculum vitae summary for each applicant should be supplied.

### ***Submission***

The proposal package must be submitted by midnight, Monday, December 4th, 2017 using the InfoReady. Review proposal portal for this competition at

<https://csuci.infoready4.com/-competitionDetail/1765642>

The portal will be open for submissions on November 25. All proposal documents must be submitted as attachments in PDF format using the portal. The submission portal will also ask for basic information about applicant(s) that will aid in the proposal review process.

If awarded, faculty recipients shall submit a report of results by August 31, 2019. The format for the report will accompany award documents.

### ***Example External Grants***

There are many external funding opportunities that are available to CI faculty. Presented below are a sample of competitions that would have great value to the institution and any individual who won such an award.

*NEH Summer Stipend:* A highly competitive program that gives faculty two months of summer stipend to pursue their scholarship. This is a limited submission contest meaning that CSU Channel Islands is allowed to have two faculty submit proposals each year. Selection for the Summer 2019 competition will be announced in Spring 2018.

*NEH Awards for Faculty at Hispanic Serving Institutions:* This program supports individual faculty or staff members at Hispanic-Serving Institutions pursuing research of value to humanities scholars, students, or general audiences. Awards are designed to be flexible, allowing applicants to define the audience, type of research, award periods, and administrative arrangements that best fit their projects.

*Fulbright Scholar Program:* The Core Fulbright Scholar Program supports activities and projects that recognize and promote the critical relationship between educational exchange and international understanding.

*NSF Early Career Development (CAREER) Program:* This is a Foundation-wide activity that offers the National Science Foundation's most prestigious awards in support of junior faculty who exemplify the role of teacher-scholars through outstanding research, excellent education and the integration of education and research within the context of the mission of their organizations.

*NIH Academic Research Enhancement Award:* This program aims to support meritorious research, expose students to research, and strengthen the research environment of the institutions. Preliminary data are not required, and grants are renewable.

Please work with staff in the Research and Sponsored Programs Office to learn more about any of these and other funding opportunities (e.g., submission due dates, solicitation requirements).