2015-2016 Faculty Research & Development Mini-Grants

REQUEST FOR PROPOSALS

PROPOSAL Deadline is January 31, 2015

Overview of the Mini-Grant Program

Faculty are invited to request support for research and instructional innovation projects to be conducted during the Fall or Spring semesters of the 2015-2016 academic year.   The Faculty Research & Development Mini-Grant program seeks to support tenure-track and lecturer faculty in their research, scholarship, creative activities, and innovations in teaching.

Mini-Grant proposals may be submitted by individual faculty members or by a team of faculty members. Only one proposal per faculty member can be accepted, whether individual or part of a team. Applicants may request reassigned time for Fall 2015, Spring 2016, or both at the assigned time rate of $2540 per credit ($7619 per 3- credit course) 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 and full-time lecturer faculty only.

Please note the following criteria for mini-grant review identified in <u>Senate Policy 11-14</u>.

The Review Process and Considerations

The Minigrant Review Committee (MRC) evaluates the relative coherence, clarity, and general academic quality of each proposed project in the following specific areas: project goals and outcomes, significance of research or creative project, research plan and methodology, dissemination plan, project timeline, and project assessment. These criteria are described in more detail below.

The MRC shall evaluate how each proposed project will contribute to the professional development needs of the applicant or members of the applicant team. Examples of professional development include publishing scholarly work, convening or presenting in academic conferences, improving teaching effectiveness, and exploring new scholarly avenues.
With the exception of probationary faculty, faculty shall be given lower priority for an award if they were granted a minigrant in the preceding year.

The MRC shall 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.

Special consideration shall be given to proposals that are more intensive and could not reasonably move forward without support.

Minigrant proposals are encouraged to lay groundwork for the pursuit of funds from external sponsors. Those interested in further grant proposals should work with the Research and Sponsored Programs Office to identify opportunities for external funding.

Review Criteria

Each proposal will be reviewed on the basis of the following criteria. Each criteria will be weighed equally in the overall evaluation of the proposal. 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. Applicants are both encouraged to write for a general audience (reviewers) and to write for a scholarly audience (their disciplinary peers).

Project goals and outcomes: The proposal sets clear goals and outcomes for the project, 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. If support is requested for students, the proposal must also include a description of their role in the project 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 or research, scholarship, creative activity, or innovation in teaching. 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 is involved in the project, the benefits for each team member should be addressed.

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.

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 of their proposal that include what the review committee saw as proposal strengths and what they saw as proposal weaknesses.

Proposal Requirements

Proposal documents should be prepared in a word processor using single-spaced text in a font size no smaller than 12 point. 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 (top, bottom, left, and right) should be no smaller than 1 inch, and pages must be numbered.

Each proposal package should consist of a completed *Cover Sheet*, a proposal narrative, and an up-to-date *curriculum vitae* from each team member. 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. No report on minigrants awarded for 2014-2015 will be required.

Cover Sheet (1 page)

The Cover Sheet provides the MRC with elementary information about the applicant(s) that will be required for review, reporting, and record keeping. If multiple faculty are involved in a project, please submit one coversheet for each individual and identify which applicant will serve as a project lead, or main point of contact for the project.

Proposal Narrative (2-4 pages)

The proposal narrative should begin with a section titled 'Project Summary' which summarizes 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.

It is strongly suggested that each proposal include sections that target the categories that will be used to review the proposal, *e.g.*, project goals and outcomes, significance of 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 cost 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 six units of reassigned time are allowed, but are very rarely granted.

Curriculum Vitae

An up-to-date copy of the *curriculum vitae* for each applicant.

Submission

The proposal package must be submitted by email to minigrant@csuci.edu by midnight, Saturday, January 31st, 2015. All proposal documents must be submitted in PDF format.

If awarded, faculty recipients shall submit a report of results by June 30, 2016. 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 2016 competition will be announced in Spring 2014.

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.

Fullbright 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 funding opportunities (*e.g.*, submission due dates, solicitation requirements).