

CALIFORNIA STATE UNIVERSITY, STANISLAUS

RESEARCH, SCHOLARSHIP AND CREATIVE

ACTIVITY GRANTS

2011/2012 Call for Proposals

Deadline: November 4, 2011

Purpose: This call for proposals is to support research, scholarship, and creative activity of faculty.

Eligibility: All Unit 3 employees are eligible to apply except current Leaves and Awards Committee members.

Procedures: For the purpose of program planning, the applicant shall inform the Department Chair of his/her application.

Guidelines for Proposal Preparation: The applicant must complete all parts of the 2011-2012 application as outlined, and **submit seven (7) complete copies to the Academic Senate Office (JSRFDC 109) no later than 5:00 p.m. on Friday, November 4. Late applications will not be accepted.**

The research proposal should be written in a style that makes the project comprehensible to a broad university audience. The research proposal shall include and clearly identify each of the following sections (limiting the number of pages as noted). If any section is omitted, the proposal shall be considered incomplete and ineligible.

- I. Cover Page
- II. Project Description (6 page maximum)
 - A. Introduction and Background Assumptions
 - B. Rationale and Significance
 - C. Research/Creative Activity Objective
 - D. Methodological Considerations
 - E. Data Analysis/Creative Results
 - F. Instructional and/or Curricular Implications
- III. Budget (e.g., supplies, travel and per diem expenses, student/clerical assistance, etc.)
[information available in University Manual and/or from department secretary] (2 page maximum) found at: [http://www.csustan.edu/facultyhandbook/Publications/RSCA coverSheet.pdf](http://www.csustan.edu/facultyhandbook/Publications/RSCA_coverSheet.pdf)
- IV. Grants pending (Have you applied for or received other funding for this project?)
- V. Follow-up reports or outcome information for previous RSCA funded projects
 - A. Indicate the total number of RSCA awards received by each applicant prior to this year's application.
 - B. Is the current proposal a continuation of a previous RSCA funded project? If so, provide the title of previous project, the year of award, and describe how this continuation differs from the previous proposal.
 - C. Attach copy of the most recent (last three years) RSCA grant reports submitted to the Provost. If a funded project is still in progress or incomplete, please describe the outcomes of all completed portions, using the following checklist:
 - Conference Presentations:
 - Publications:
 - Further Grants:
 - Funding Source:
 - Proposal Amount:
 - Title of Proposal:
 - Proposal Status:
 - Submitted and Pending:
 - Funded:
 - Denied:
 - Student Involvement:
 - Other Outcomes:
- VI. Project Director's Background and Vita relevant to this grant (2 page maximum)

VII. Appendices (timeline, letters of support)

Note: Cover page and Budget page are on the Academic Senate website at: http://www.csustan.edu/facultyhandbook/Publications/RSCA_coverSheet.pdf and also available in the Academic Senate Office, JSRFDC109.

Evaluation Criteria: In deciding which proposals to recommend for funding, the Leaves and Awards Committee will use the following criteria: a) adherence to the preparation guidelines (proposals not following the guidelines will not be recommended.) b) significance and clarity of the research, scholarship, or creative activity goals for the faculty member, the discipline, and the University, including educational enhancement c) clarity and documentation of the methods or techniques to be used for achieving the goals, including the nature of student involvement, if any; d) clarity of both the timeline and the budget, including budget rationale

All expenditures are to be completed by March 15, 2013. Money not expended will be returned to the RSCA Funds. The Committee will normally observe the following budgetary principles:

- The total award will not exceed \$5,000.
- Renewal of an existing research endeavor may be requested if well justified (see Section IV of the Guidelines for Proposal Preparation.
- Equipment will be considered in any amount up to \$4,000.
- Software purchases of less than \$500 may be considered, however, software or services (eg, statistical analysis, books, journals, etc.) already available at the University will not be funded.
- Requests for travel to present a paper should normally be accompanied by evidence that the paper has been accepted; other travel funds requested should be justified).
- Requests for student/clerical assistant monies should detail duties, classification, and total cost, (including pay rate and number of hours needed).
- If proposed research/activity requires collaboration with other agencies, provide documentation of their agreement.

Proposals involving travel, student and/or clerical assistance, and human and/or animal subjects, must conform to university policy in each of these areas.

For extenuating circumstances beyond the control of the faculty, faculty may submit requests for a timeline extension to the Provost. Such requests must be submitted no later than February 15 of the designated year for grant completion. The decision to grant or deny the extension will be communicated by e-mail to the faculty member by the Provost.

The awards are conferred on a university-wide basis. Since applications will come from a wide range of disciplines, applicants are encouraged to include letters of support from those who are familiar with the applicant's research (e.g., school or college dean, department chair, department or disciplinary colleagues). Each faculty member may submit a total of one application per year to this competition (individually or collaboratively).

The Leaves and Awards Committee is the reviewing committee, augmented by a graduate student appointed by the ASI President, in consultation with the Graduate Council. The Provost or an appointee to represent the Provost shall serve as the non-voting Executive Secretary. Recommendations for the awards shall be sent to the President or his/her designee, who may approve or not approve the reviewing committee's recommendation. No award shall be made without the reviewing committee's positive recommendation.

Additional information about the award process should be directed to the chair of the Leaves and Awards Committee.

The Office of the Provost will ensure that all necessary reports and statistical data will be compiled and submitted to the Chancellor's Office. Requests for reports may occur 2-3 years after the grant term to allow adequate time for resulting publication. Faculty awarded grants will be required to submit a follow up and a final report on the outcomes of their RSCA supported activities to the Provost. Failure to comply with these reporting requirements may impact future award consideration.

Revised 07/14/11;10/07/11nl