



Research, Scholarship, and Creative Activity (RSCA) Grants 2022-2023 Call for Proposals

Deadline: October 28, 2022 (11:59pm)

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. To be eligible for funding, reports from previous RSCA Grants must have been submitted via the terms of the grant award letter. Each faculty member may submit **one** application per year to this competition (individually or as a co-applicant).

Procedures

For program planning, the applicant shall inform the Department Chair (or equivalent) of the application. If an applicant includes reassigned time as part of the proposed budget request, the applicant should receive email approval from the Department Chair (or equivalent) and include a copy of that email approval in the InfoReady application (uploaded under "A3. Department Chair Approval of Release Time").

The applicant must complete all parts of the **RSCA Grant 2022-2023** application as outlined and submit the application through the [InfoReady online portal \(https://csustan.infoready4.com\)](https://csustan.infoready4.com). A full copy of the application with application instructions is included as Attachment B. Only materials included in the online application will be reviewed. Late applications will not be accepted, and incomplete proposals or proposals that do not otherwise comply with the proposal guidelines will not be considered by the committee.

Guidelines for Proposal Preparation

The RSCA Grant proposal should be written in a style that makes the project comprehensible to a broad university audience. The proposal shall include and clearly identify, using the headers provided, each of the following sections in the order listed. The suggested format is 1-inch margins and 12-point font (these formatting requirements do not apply to appendices).

- I. **Abstract** (limited to 100 words)
- II. **Expected Major Goals and Outcomes** (limited to 200 words)

- III. **Project Description** (include all sections below, **7-page maximum**, double-spaced; bibliography/references cited may be single-spaced and are excluded from the 7-page limit)
- A. Introduction and Background Assumptions
 - B. Objectives and Rationale
 - C. Contribution to the Applicant's Professional Development
 - D. Contribution(s) to the Academic Discipline, Instructional or Curricular Enhancements, the University and/or the Community
 - E. Process (creative, scholarly) OR Methodological (research) Considerations
 - F. Anticipated Outcome(s) (creative or scholarly) OR Data Analysis/Results (research)
 - G. Project Timeline (note: RSCA grants will be awarded in January 2023 and end June 2024)
 - H. Bibliography/Works Cited/References (not included in page limit)
- IV. **Budget** (up to \$10,000)
- V. **Curriculum Vitae** (include a current CV relevant to this project, 2-page maximum, single-spaced; include a 2-page CV for each co-applicant when there are co-applicants)
- VI. **Appendices** (include relevant additional documents such as listed below)
- A. Letters of support
 - B. Letters of collaboration/partnership
 - C. Other

Evaluation Criteria

In deciding which proposals to recommend for funding, the Leaves and Awards Committee will apply the following criteria:

- 1) adherence to the preparation guidelines (proposals not following the guidelines will not be recommended); and
- 2) rank of proposal applicants will *not* be a determining factor in awarding of RSCA grants; and
- 3) proposals for creative and scholarly activities *will* receive the same consideration as research proposals; and
- 4) requests for reassigned time or for travel *will* receive the same consideration as other funding requests (e.g., for equipment, supplies); and
- 5) proposals without student participation *will* receive the same consideration as proposals having student participation; and

6) weighted rating of the proposal's clarity, significance and feasibility in each of the following areas and as reflected on the *Rating Criteria Sheet for Research, Scholarship, and Creative Activity Grants* document (Attachment A):

- A. Introduction and background assumptions;
- B. Objectives and rationale;
- C. Contribution to the applicant's professional development;
- D. Contribution(s) to the academic discipline, instructional or curricular enhancements, the university and/or the community;
- E. Process (creative, scholarly) OR methodological (research) considerations;
- F. Anticipated outcome(s) (creative, scholarly) OR data analyses/results (research);
- G. Project timeline;
- H. Budget justification; and,
- I. Cost estimates.

7) A composite RSCA Rating Criteria score reflecting the average of all committee members' individual scores will be generated for each proposal.

The Leaves and Awards Committee will apply the following criteria to allocate available funding to each of the proposals recommended for funding:

- Using the composite RSCA Rating Criteria score, LAC will recommend that the top 40% of recommended proposals receive 100% of the requested amount. Remaining recommended proposals will be funded according to their composite RSCA Rating Criteria scores and available funds.

Additional Information

All project activities and related expenditures are to occur between the date of award notification and June 30, 2024. Money not expended will be returned to the RSCA Funds. The Committee will observe the following principles:

- The total award will not exceed \$10,000.
- The following personnel are allowed: Faculty Assigned Time, Student Assistant Salaries, and Consultants external to the project.
- Requests for faculty assigned time must be explicitly justified and normally will not exceed 3 WTUs per individual.
- Requests for student assistant monies should detail duties and total cost (including pay rate and number of hours needed).
- Equipment purchases will be considered depending on the demonstrated need for a specific research project.
- Software purchases may be considered; however, software or services (e.g., statistical analysis, books, journals, etc.) already available at the University will not be funded.
- Renewal of an existing research endeavor may be requested if well justified.

- If proposed research/activity requires collaboration with other agencies or external consultants, provide documentation of their agreement.
- Projects involving travel, student assistance, human and/or animal subjects, or biohazards and/or live tissue, must conform to University policy in each of these areas.

The awards are conferred on a University-wide basis. Because 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).

The Leaves and Awards Committee is the reviewing committee. 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 the President's designee, who may approve or not approve the reviewing committee's recommendation. No award shall be made without the reviewing committee's positive recommendation. Awardees will be notified by the President or the President's designee. The 2022-23 RSCA competition results will be published on the Office of Research and Sponsored Programs' website.

Upon award, the Academic Affairs Senior Budget Analyst will establish the RSCA Grant accounts. Applicable required University approvals to conduct the research must be obtained prior to the establishment of such accounts. For extenuating circumstances faculty may submit requests for budget revisions and/or timeline extensions to the Director of the Office of Research and Sponsored Programs for review and consultation. The modification request must also include a memo of support from the Chair and Dean and must be submitted no later than May 1 of the designated year of grant completion. The final determination will be made by the President or the President's designee.

Questions

- Questions about instructions within this Call for Proposals and about the award process should be directed to the Chair of the Leaves and Awards Committee, Kenneth Hoover, khoover@csustan.edu.
- InfoReady and technical application questions should be directed to Joyce Bell in the Office of Research and Sponsored Programs (jbelle6@csustan.edu or 667-3784).

Faculty awarded RSCA Grants will be required to submit 6-month, 12-month, and 18-month project reports on the outcomes of their RSCA Grant-supported activities to the Chancellor's Office. Reports will be collected through InfoReady and awardees will be automatically notified of pending reports. Failure to comply with reporting requirements will exclude faculty from future award eligibility.

ATTACHMENT A

App #: _____

Name: _____

Rating Criteria Sheet for Research, Scholarship, and Creative Activity Grants

Directions: Each rater will review the *Policy and Procedures for the Award of Research, Scholarship and Creative Activity Grants* and will follow approved guidelines for review of proposals and allocation of funding.

Each rater is to independently read and score the submission using the rubric below. Total column score for clarity is a simple sum of criterion scores; total column scores for significance and feasibility have their respective column sums multiplied by 2.0 (rounded to nearest tenth). The total proposal score is a simple sum of the three total column scores. Raters will meet to discuss their scores and resolve scoring discrepancies. Proposals' final scores will be the mathematical average of all raters' total scores (rounded to nearest tenth).

An application's maximum score possible is **105** points. Applications are ranked according to their final scores with awards distributed to the highest ranking applications until available funds are allocated. Partial funding may be awarded.

Evaluation criteria: Each criterion is to be scored using the following rubric:

	1	2	3	4	5
Clarity	Cannot understand what is being described	In between 1 and 3	Understands what is being described although some questions remain	In between 3 and 5	Understands clearly what is described and has no or only minor questions
Significance	Minimal contribution to the individual's professional development, his or her academic discipline, the university, or the community	In between 1 and 3	Moderate contribution to the individual's professional development, his or her academic discipline, the university, or the community	In between 3 and 5	Maximum contribution to the individual's professional development, his or her academic discipline, the university, or the community
Feasibility	Not doable	In between 1 and 3	May be doable	In between 3 and 5	Clearly doable

1 = Description lacks clarity, significance, or feasibility. The reviewer cannot understand what is being described (lack of clarity); finds minimal contribution to the individual's professional development, his or her academic discipline, the university, or the community (lack of significance); or, finds what is described not doable (lack of feasibility).

3 = Description has clarity, significance, or feasibility. The reviewer understands what is being described although some questions remain (clarity); finds moderate contribution to the individual's professional development, his or her academic discipline, the university, or the community (has significance); or, finds what is described may be doable (has feasibility).

5 = Description has high clarity, significance, or feasibility. The reviewer understands clearly what is described and has no or only minor questions (high clarity); finds there to be a maximum contribution to the individual's professional development, his or her academic discipline, the university, or the community (high significance); or, finds what is described is clearly doable (high feasibility).

Criteria	Clarity (1-5)	Significance (1-5)	Feasibility (1-5)
The proposal's			
1. Introduction and background assumptions.		n/a	n/a
2. Objectives and rationale.			n/a
3. Contribution to the applicant's professional development.			n/a
4. Contribution(s) to the academic discipline, instructional or curricular enhancements, the university, and/or the community.			n/a
5. Process (creative, scholarly) OR methodological (research) considerations.		n/a	
6. Anticipated outcome(s) (creative, scholarly) OR data analyses/results (research)		n/a	n/a
7. Project timeline.		n/a	
8. Budget justification.		n/a	n/a
9. Cost estimates.		n/a	
<i>Total Column Summed Score</i>	<u> </u> (Sum)	<u> </u> (Sum)	<u> </u> (Sum)
<i>Total Column Summed Score for Significance and Feasibility multiplied by 2.0 (rounded to nearest tenth)</i>	n/a	<u> </u> (Sum) x 2.0	<u> </u> (Sum) x 2.0
<i>Total Proposal Score (rounded to nearest tenth)</i>			<u> </u> (Sum)

▼

Source

		Styles ▾	Format ▾
<div>▾ ▾</div>			
<p>Proposal Abstract should be limited to 100 words</p>			
<p>Words: 0, Characters: 0</p>			

***Expected Major Goals and Outcomes:**

	▾				Source
				Styles ▾	Format ▾
<div>▾ ▾</div>					
<p>Briefly list expected goals and outcomes</p>					
<p>Words: 0/1000, Characters: 0/10240</p>					

***PI Assigned/Release Time:**

Include total dollars requested note: 1 unit release time = \$2,200. If you are not requesting release time, enter "0"

***PI Assigned Semester:**

proposed semester in which release time will be taken

PI Assigned/Release Time Description:

	▾				Source
				Styles ▾	Format ▾
<div>▾ ▾</div>					
<p>Provide a description of why release time is required for your project If you are not requesting release time, skip this field</p>					

Words: 0/1000, Characters: 0/10240

***Projected PI Summer Salary Costs (\$):**

Enter any summer salary costs you are requesting,

***Number of non-PI Faculty in Project:**

Enter the number of other faculty on the project

***Projected Costs for non-PI Faculty in Project (\$):**

Enter any costs for other faculty, if none enter "0"

***Projected Number of Undergraduate Students in Project:**

State number of Undergraduate students, if none enter "0"

***Projected Undergraduate Student Costs (\$):**

Enter total costs for Undergraduate Students

***Projected Undergraduate Student Costs (Description):**

▼

Source

Styles ▼

Format ▼

▼ ▼

Please describe any costs related to Undergraduate Students. Include a description of the work they will be doing, the projected total number of hours to be worked, and hourly rate (\$16.71 minimum, inclusive of benefits).
If no Undergraduate students will be included, enter "NA"

Words: 0/1000, Characters: 0/10240

***Projected Number of Graduate Students in Project:**

State number of Graduate students, if none enter "0"

***Projected Graduate Student Costs (\$):**

Enter total costs for Graduate Students, if none enter "0"

***Projected Graduate Student Costs (Description):**

	▼				Source
				Styles ▼	Format ▼
▼ ▼					
<p>Please describe any costs related to Graduate Students. Include a description of the work they will be doing, the projected total number of hours to be worked, and hourly rate (\$16.71 minimum, inclusive of benefits). If no Graduate students will be included, enter "NA"</p>					
Words: 0/1000, Characters: 0/10240					

***Projected PI Travel Costs (\$):**

Enter any faculty travel costs, if none enter "0"

***Travel Costs (Description):**

	▼				Source
				Styles ▼	Format ▼
▼ ▼					
<p>Please describe any requested travel costs</p>					
Words: 0/1000, Characters: 0/10240					

***Projected Student Travel Costs (\$):**

Enter total student travel costs, if none enter "0"

***Student Travel (Description):**

	▼				Source
				Styles ▼	Format ▼
▼ ▼					
<p>Please describe any requested travel costs for students</p>					

Words: 0/1000, Characters: 0/10240

***Projected Supplies & Consumables Costs (\$):**

Enter total costs for supplies, if none enter "0"

***Supplies & Consumables (Description):**

▼

Source

Styles ▼

Format ▼

▼ ▼

Describe requested supply and consumable costs

Words: 0/1000, Characters: 0/10240

***Projected Other Costs (\$):**

Enter total of Other Costs, if none enter "0"

***Projected Other Costs (Description):**

▼

Source

Styles ▼

Format ▼

▼ ▼

Describe any other costs that are required for your project. Include a description of the cost and a justification for the need.
If no other costs are requested, enter "NA"

Words: 0/1000, Characters: 0/10240

***Projected
Printing/Publishing Costs
(\$):**

Enter total costs for printing or publishing, if none enter "0"

***Printing/Publishing Costs (Description):**

	▼				Source
				Styles ▼	Format ▼
▼ ▼					
Describe requested printing and/or publishing costs.					
Words: 0/1000, Characters: 0/10240					

***Proposal Total Budget
(\$):**

Enter Total Amount Requested.

Total budget may not exceed **\$10,000**

***Intended Product(s):**

Select 1 to 7 choices

- ☐ Grant
- ☐ Contract
- ☐ Publication
- ☐ Exhibit
- ☐ Performance
- ☐ Presentation
- ☐ Other (Please Describe Below)

Please select all that apply

Other Product(s) Description:

	▼				Source
				Styles ▼	Format ▼
▼ ▼					
Words: 0/1000, Characters: 0/10240					

***Intended External Grant/Contract Funding Agencies:**

	▼				Source
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Styles ▾

Format ▾

▾ ▾

If you plan to submit external grant applications based on this RSCA proposal, please list those agencies here.

If you do not know or do not plan to submit an external grant application, please enter "NA"

Words: 0/1000, Characters: 0/10240

Please upload your complete Project Description including all of the required elements listed below.

***A1. Project Description**

* indicates required

-- Include the following sections, limited to 7-pages double-spaced (excluding References)

A. Introduction and Background Assumptions

B. Objectives and Rationale

C. Contribution to Applicant's Professional Development

D. Contribution(s) to the Academic Discipline, Instructional or Curricular Enhancements, the University and/or the Community

E. Process (creative, scholarly) OR Methodological (research) Considerations

F. Anticipated Outcome(s) (creative, scholarly) OR Data Analysis/Results (research)

G. Project Timeline (note: RSCA grants will be awarded in January 2022 and end June 2023)

H. Bibliography/Works Cited/References (not included in page limit)

*File Input: No file chosen

***A2. Curriculum Vitae**

-- Upload a current CV relevant to this project, 2-page maximum

-- Include a 2-page CV for each co-applicant (when applicable)

*File Input: No file chosen

Please upload your 2-page CV and the 2-page CV of any co-applicants (upload as one file)

A3. Department Chair Approval of Release Time

-- If you are requesting reassigned time during the academic year in the proposed budget request, confirmation of approval from your Department Chair (or equivalent) is required.

-- Please upload documentation of that approval (copy of email approval, or a signed letter).

File Input: No file chosen

Please upload Department Chair approval if requesting release time (email or memo)

A4. Appendix

Upload any supporting material as detailed in the Call for Proposals.

File Input: No file chosen

Please upload any Appendix material as one PDF

Save or Submit Your Application

Click the Save as Draft button if you would like to return later to complete your application (below left).
Click the Submit Application button when you are ready to submit your application (below right).

Add Other Email Addresses for Notifications

Use the form below to have other email addresses included on all communications.

Enter recipient(s) email address(es):

Separate email addresses with commas

