

CALIFORNIA STATE UNIVERSITY, STANISLAUS RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY GRANTS

2014/2015 Call for Proposals

Deadline: October 31, 2014

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 2013-2014 application as outlined, and submit an electronic copy of the application in PDF format using the forms provided at this link:

<http://www.csustan.edu/facultyhandbook/Publications/RSCAAnnouncement1314.pdf>

Only materials included in this PDF will be viewed and no additional hyper-links provided will be viewed by the committee.

This must include a signed, scanned copy of the RSCA Grant Proposal Cover Page. Electronic application packages should be sent to Isabel Pierce at ipierce@csustan.edu with a subject header "RSCA Grant" no later than 5:00 p.m. P.S.T. on Friday, October 31, 2014. **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 (I.-VII. below) is omitted, the proposal shall be considered incomplete and ineligible.

- I. Cover Page
- II. Budget (e.g., supplies, travel and per diem expenses, student/clerical assistance, etc.)
(**2 page maximum**) Information available in University Manual and/or from department secretary, found at: http://www.csustan.edu/facultyhandbook/Publications/RSCA_coverSheet.pdf
- III. Other Funding (Have you applied for or received other funding for this project?) (**1 page maximum**)
- IV. 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
- 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 3 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) **(6 page maximum)**

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; and d) clarity of both the timeline and the budget, including budget rationale.

All project activities and related expenditures are to occur between the date of award notification and March 11, 2016. Money not expended will be returned to the RSCA Funds. The Committee will observe the following budgetary principles:

- The total award will not exceed \$10,000. Renewal of an existing research endeavor may be requested if well justified (see Section IV of the Guidelines for Proposal Preparation).
- Equipment purchases will be considered depending on the demonstrated need for a specific research project.
- Software purchases 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 faculty assigned time must be strongly justified and cannot exceed 3 WTU's.
- 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.

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 beyond the control of the faculty, faculty may submit requests for budget revisions and/or timeline extensions to the Office of Research and Sponsored Program for review, consultation, and determination. The modification(s) request must also include a memo of support from the Chair and Dean and must be submitted no later than February 13 of the designated year for grant completion.

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) and will be disqualified from all consideration if more than one application is received.

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 graduate student shall serve as a non-voting student representative. 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 questions 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; 10/07/11; 10/15/2012nl; 02/21/13nl; 03/19/2013nl; 06/20/13jts; 08/08/14jts;