



**RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITY GRANTS  
2018/19 Call for Proposals**

**Deadline: October 30, 2018**

**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 prior to this application deadline. If the project is still in-progress, a progress report must be submitted with this application (see enclosed instructions). Each faculty member may submit a total of **one** application per year to this competition (individually or as a co-applicant) and will be disqualified from all consideration if more than one application is received.

**Procedures**

For the purpose of program planning, the applicant shall inform the Department Chair (or equivalent) of his/her application. If an applicant includes reassigned time as part of the proposed budget request, his/her Department Chair (or equivalent) must sign the corresponding budget section of the application.

The applicant must complete all parts of the 2018/19 application as outlined and submit the application (including a written proposal uploaded in PDF format) through the InfoReady online portal at <https://csustan.infoready4.com> . Only materials included in the online application will be reviewed. No additional materials will be considered by the committee. 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 proposal must be formatted with 1-inch margins and 12-point font (these formatting requirements do not apply to appendices); additional formatting instructions in each section must be followed.

- I. **Project Description** (include all sections below, 6-page maximum, double-spaced; references are included in the 6-page maximum, but may be single-spaced)
  - 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**
- II. **Project Timeline** (1-page maximum, single-spaced)
- III. **Budget** (3-page maximum, using required budget template provided)
- IV. **Other Funding** (address each section, indicating “not applicable” where appropriate, 1-page maximum, single-spaced)
  - A. Indicate whether you have received other funding for this project.
  - B. If you have received other funding for this project, indicate source(s), amount(s), and components of the project for which the funding supports.
- V. **Previous RSCA Grants** (address each section, indicating “not applicable” where appropriate, 1-page maximum, single-spaced)
  - A. Indicate whether you have received previous RSCA Grants. (If not, go directly to Item VI, and do not address Sections B-E)
  - B. If you have received previous RSCA Grants, indicate the years awarded. If you have received any RSCA Grants within the last 3 years, you must include the corresponding final reports in the Appendix.
  - C. To be eligible for funding, final reports from all previous RSCA Grants must have been submitted prior to this application deadline. If the project is still in-progress, include a progress report here, using the following list of outcomes as a guide for elements to address: conference presentations; publications; other grants (agency, amount, title, status); student involvement; and/or other outcomes.

- D. Indicate whether the project in this proposal is a continuation of a previous RSCA Grant-funded project.
  - E. If this project is a continuation of a previous RSCA Grant-funded project, provide the title of the previous project, the year of award, and describe how this continuation project differs from the previous project.
- VI. **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)
- VII. **Appendices** (6-page maximum, include relevant additional documents such as listed below)
- A. Letters of support
  - B. Letters of collaboration/partnership
  - C. Letters of conference presentation acceptance
  - D. RSCA Reports from awards within the last 3 years (does not count against the 6-page maximum)
  - E. Other

### **Evaluation Criteria**

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

- A. adherence to the preparation guidelines (formatting requirements will be strictly observed; 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 (5 points possible);
- C. clarity and documentation of the methods or techniques to be used for achieving the goals, including the nature of student involvement, if any (5 points possible);
- D. clarity of both the timeline and the budget, including budget rationale (5 points possible).

The maximum score possible for an application is 15 points. Applications are ranked according to the reviewer scores, and awards are distributed to the highest ranking applications until the funds available are allocated. Partial funding may be awarded.

## **Additional Information**

All project activities and related expenditures are to occur between the date of award notification and June 30, 2020. 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.
- Renewal of an existing research endeavor may be requested if well justified (see Section V 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 (e.g., 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.
- 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, classification, and total cost (including pay rate and number of hours needed).
- 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.

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 Director of the Office of Research and Sponsored Programs for review and consultation. The modification(s) 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 his/her designee.

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, 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. Awardees will be notified by the President or his/her designee. The 2018-19 RSCA competition results will also be published on the Office of Research and Sponsored Programs' website.

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. Questions about the online application process should be directed to the Office of Research and Sponsored Programs at [orsp@csustan.edu](mailto:orsp@csustan.edu) or (209) 667-3493, who will provide technical InfoReady system support to applicants.

The Office of Research and Sponsored Programs will ensure that all mandatory reports will be submitted to the Chancellor's Office. Faculty awarded RSCA Grants will be required to submit a report on the outcomes of their RSCA Grant-supported activities to the Office of Research and Sponsored Programs. Reporting instructions will be provided in RSCA Grant award letters. Failure to comply with reporting requirements will exclude faculty from future award eligibility.

*LAC Revised 07/14/11; 10/07/11; 10/15/2012nl; 02/21/13nl; 03/19/2013nl; 06/20/13jts; 08/08/14jts; 10/06/2014jts; 07/21/2015; 09/8/15; 09/21/2015; 07/14/2016sz, 9/16/2016jts, 09/12/2016kg*