RESEARCH, SCHOLARLY AND CREATIVE ACTIVITY (RSCA)  
INTRAMURAL GRANT PROGRAM 2014-15 AY  
Guidelines  

**DEADLINE: 5pm Tuesday, February 17, 2015**

I. OVERVIEW

The President, in close cooperation with the Provost and the Academic Senate, has authorized an internal awards program to support faculty research, scholarly and creative activity. The University Committee on Research, Scholarship and Creative Activity reviews and selects awardees. All administrative matters pertaining to submission, processing and notices to those who submitted proposals are handled by the Office of Research and Funded Projects. Distribution of funds to the awardees is made at the College level.

For the 2014-15 academic year, three types of awards are authorized. Projects may begin after the awards are announced in March. Awardees who are requesting reassigned time may use that option for the fall 2015 semester since the awards are made after spring 2015 classes are well underway.

I.A. The Incentive RSCA Grant (IRG) will provide up to $15,000 in seed money to assist faculty in submitting competitive external funding requests at the local, regional and/or national level. Funds may be used for faculty/student research assistant support, operating expenses and up to 3 WTUs of assigned time. All full-time unit 3 faculty are eligible to apply for the IRG award.

I.B. The Faculty RSCA Grant (FRG) will provide up to $10,000 in support of RSCA for full-time non-tenured, tenure-track faculty. Tenured faculty members are not eligible for this award. FRG funds may be used for a variety of professional activities resulting in publications, peer-reviewed conference presentations, performance exhibits, pilot projects, data collection, and/or professional development. Ideally, funded RSCA projects will contribute to enhanced teaching, student engagement/success, competitive externally funded projects and successful retention, tenure and promotion. A total of $100,000 will support approximately 10 FRGs for the spring 2015 application cycle.

I.C. The Interdisciplinary RSCA Grants Program (INT) is a new pilot program aimed at encouraging faculty members to form multidisciplinary teams to pursue collaborative research, creative and scholarly activities projects. The goal of this pilot program is to foster novel, interdisciplinary, and timely ideas to create new or inform existing projects leading to an innovative research and/or creative activity direction.
While projects may identify potential external funding for future expansion, this is not a requirement of this grant program.

INT program description:

- **Award Amount:** Typically grant awards will not exceed $20,000 for one year inclusive of reassigned time for faculty involved with the project.
- **Award Size:** Up to one course assigned time (no more than 4 WTUs per course) per faculty per year.
- **Number of Awards:** 5-10 awards will be funded.
- **Eligibility:** Teams of two or more CSUDH full-time unit 3 faculty from two or more different academic disciplines.
- **Principal Investigator (PI):** Each team is required to identify an individual serving as the proposal PI who would be the project lead and primary contact for submitting the grant application, and project progress and final reports.
- **All-Awardee Meetings:** During every fall and spring semester of the award period, each team will be required to participate and present project progress results in one two-hour all-awardee meeting scheduled by the Office of Graduate Studies and Research.
- **Progress Reports:** Prior to each of the all-awardee meetings, every team will be required to submit a one page project progress report. Progress reports will be submitted via email to Craig Geber at cgeber@csudh.edu.
- **Expected Outcomes:** Each team awarded INT grant must produce one or more of the following 18 months after receiving the award:
  - Publication or conference presentation submitted for peer review
  - Extramural grant proposal submitted to a funding agency
  - Evidence of performance or exhibit conducted or under review
  - Proof of concept of an innovative research direction

**NOTE:** Proposals focusing on pedagogy including course development and evaluation do NOT qualify for IRG, FRG or INT programs.
II. ELIGIBILITY

As stated above, all full-time unit 3 faculty are eligible to apply for the IRG award. Application for the FRG award is limited to full-time tenure track faculty members who have not received tenure and who do not have other RSCA-related assigned time support.

III. PROPOSAL COMPONENTS

III.A. Cover Sheet:
This form must be completed and signed by the dean(s) indicating authorization for assigned time (if requested) and administration of funds by the College ARM.

IMPORTANT: Use the IRG/FRG Cover Sheet for IRG or RFG applications. Use the INT Cover Sheet for INT applications.

III.B. Project Narrative Maximum of five (5) numbered pages, double-spaced, font size 11, which should include:

III.B.1. Description of the problem or topic being addressed, including background information on development of the project;
   a. Objectives (Expected results or end products to be achieved during the project period);
   b. Methodology/Activities as appropriate to the discipline for accomplishing the objectives;
   c. Anticipated results

III.B.2 Dissemination and student impact. Describe to whom end products will be submitted or presented and student impact, directly or through course content).

III.B.3. External Funding Plan (for IRG applications only – omit this section for FRG or INT applications). Describe plan to submit for external funding. Include both timing estimate and agencies/foundations to whom the proposal will be submitted.

III.C. Biographical Sketch(es). Maximum two page vita that includes information and publications supporting the applicants(s)’ qualifications in the area of the proposed project.

III. D. Budget. Use the provided Excel Budget Form and add detailed entries as applicable for release time, student assistance, operating expenses and travel. Cost of the assigned time will be calculated at the standard replacement rate ($5,068 for one three unit course) and requires approval of the College Dean. Because the members of the evaluation committee come from a variety of disciplines and backgrounds, proposals should be written with the non-specialist in mind. Applicants are also encouraged to share early drafts of proposals with colleagues.
Additional proposal development assistance is available through the Office of Graduate Studies and Research, which is located in WH 445 (X 3756 for an appointment).

**IV. OUTSTANDING FINAL REPORTS**

A copy of the final report for any previous internal RSCA awards should be on file. No new awards will be granted until final report/s from prior award/s is/are received. Do not append this report to the application. Submit any outstanding reports to Craig Geber at research@csudh.edu with the subject line: RSCA Final Report (Program Type: IRG or FRG).

**V. PROPOSAL SUBMISSION:**

Signed Cover Page together with Project Narrative, Biographical Sketch(es) and the Budget should be saved as a SINGLE PDF document and emailed to research@csudh.edu with a copy to Craig Geber: cgeber@csudh.edu, with the subject line indicating the type of the relevant grant program: IRG or FRG or INT.

**VI. DEADLINE**

All materials must be submitted electronically to Craig Geber (research@csudh.edu and copy to cgeber@csudh.edu) by 5:00 P.M. on Tuesday, February 17, 2015. Incomplete or late applications will not be reviewed. Please indicate in the subject line of the email whether the proposal is a FRG, IRG or INT and all submissions must be an Adobe pdf.

**VII. EVALUATION CRITERIA**

Proposal should include sufficient detail to convince reviewers of the project’s scientific or scholarly merit and relevance, and written in lay language understandable to non-specialists. Applications will be judged according to the following criteria:

**VII.A. Evaluation Criteria for Incentive RSCA Grant (IRG) Proposals:**

- Explanation of value, merit and significance of your work and its potential contribution to your academic discipline
- Goals and objectives of the study/activity are clear and attainable given the time constraints of the funding cycle
- Anticipated outcome(s) of research/scholarly activity are clearly described including a dissemination plan and effect on students either directly or through course pedagogy
- Clarity and organization of overall proposal including budget page
- Likelihood that the project will lead to external support
VII.B. Evaluation Criteria for Faculty RSCA Grant (FRG) Proposals:

- Explanation of value, merit and significance of your work and its potential contribution to your academic discipline
- Goals and objectives of the study/activity are clear and attainable given the time constraints of the funding cycle
- Anticipated outcome(s) of research/scholarly activity are clearly described including a dissemination plan and effect on students either directly or through course pedagogy
- Clarity and organization of overall proposal including budget page

VII.C. Evaluation Criteria for Interdisciplinary RSCA Grant (INT) Proposals:

- Intellectual Merit:
  - Clarity of a research question or topic that specifies the purpose of the project
  - Context of the project in existing literature, providing background/rationale that addresses the significance of the project to the applicants' fields.
  - Description of the value of and expected impact of the interdisciplinary approach in addressing the particular research question.
  - Explanation of the potential to advance knowledge and/or understanding within and across fields.
  - Description of how the award will support applicants' scholarly/creative activities leading to one or more of the expected outcomes.

- Broader Impacts:
  - Description of how the award will support university mission and strategic plan.
  - Description of how the award will support and/or impact the broader community.

- Potential for achieving project outcomes:
  - Evidence of efficacy of plans to produce a peer-reviewed publication, extramural grant application, performance, exhibit or proof of concept
  - Qualifications of the applicants
  - Access to resources (if relevant)

VIII. Evaluation Process

Evaluation will be accomplished by the RSCA Committee which includes elected tenured faculty members from the colleges and other University representatives. The evaluation criteria noted above will be used. The Dean of Graduate Studies and Research serves as an ex-officio, non-voting member and conveys funding
recommendations from the Committee to the Provost and Vice President of Academic Affairs for final approval.

**IX. ADMINISTRATION OF FUNDS**

Assigned time will be valued on standard replacement rate ($5,068 for one three unit course) and requires approval of the College Dean via the signed proposal cover sheet. Expenditures must comply with University policy and procedures and will be administered by the College Academic Resource Manager. At the time the awards are announced, funds will be transferred to the respective Colleges of the awardees by the Provost’s Office budget officer. Awardees should contact their College Academic Resource Manager regarding the expenditure of these funds. If the proposed activity entails human subject research, funds will not be released until institutional IRB approval is obtained.

**X. REPORTING**

Recipients of an internal RSCA award must submit an Intermediate Report on the work accomplished and expenditures by December 1, 2015 with a final report due by December 1, 2016. In addition, IRG recipients must submit an application for external funding related to the IRG grant activity no later than two years from the date of award. Failure to complete the final report or external funding request (if required) will disqualify the recipient from future internal award funding.