CALL FOR PROPOSALS

Funding Opportunity: 2024-2025 Research, Scholarship, and Creative Activity (RSCA)

Submission Deadline: Friday, January 26, 2024 at 5:00 P.M.

(Late Submissions Will Not Be Accepted)

Maximum Award Amount: $15,000

Electronic Application Submission Required: [CSUF InfoReady4](#)
Application Submission Opens: Monday, October 31, 2023

The Chancellor's Office new application submission and tracking system, InfoReady Review, requires the following:

1) Google Chrome, Mozilla Firefox, or Internet Explorer 10 or higher
2) Online Abstract (50-word maximum)
3) Submit application in a single pdf file, "Last name, First name RSCA2324"

Funding Opportunity Purpose:

The purpose of this funding opportunity announcement is to encourage grant applications for new or continued faculty engagement in **pursuing external funding**. The University Strategic Plan 2018-2023, Goal 3, calls for "assessing and adjusting effectiveness of current programs to enhance the support for faculty teaching, scholarly and creative activities, and service." The RSCA Grant Program, funded by the CSU Chancellor's Office, is designed in support of this goal.

The aim is to enhance the research efforts of faculty members in **all fields and disciplines** by providing seed funding to establish unique research programs. The RSCA Grant Program is intended to enable faculty members to respond competitively and boldly to emerging opportunities. This competitive, peer-reviewed program welcomes proposals from **either collaborative teams or a single investigator. Interdisciplinary and collaborative ideas, project designs, or methodologies are strongly encouraged.**

According to the definition of the U.S. National Science Foundation (NSF), interdisciplinary research is a mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge, to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice. The National Endowment for the Humanities (NEH) promotes collaborative research that encourage interdisciplinary work, both within the humanities and beyond. The National Endowment for the Arts (NEA) is committed to supporting research teams that demonstrate interdisciplinary partnerships between arts practitioners and researchers/evaluators. Proposals can involve multiple colleges, centers, and/or departments at CSU Fullerton and collaborating sites.

Applicant Eligibility:

1) Full-time faculty (including full-time lecturers, coaches, counselors, and librarians).
2) If a previous awardee of the RSCA or JR/SR program or ORSP Innovative Research and Creative Activities grant, final reports must be submitted by January 27, 2024.
3) Awardees of a 2023-2024 RSCA grant are not eligible for the 2024-2025 RSCA program.
4) Awardees of a 2023-2024 Junior/Senior Intramural Grant and the 2024-2025 ORSP Innovative Research and Creative Activities Grant are not eligible for the 2024-2025 RSCA program.
5) Must identify at the time of proposal submission a specific funding agency that aligns with the applicant's current research/creative activity focus. Due dates for external proposal submission must be indicated.
6) Must document sufficient background experience and prior accomplishments to indicate that the applicant is ready and capable of completing the targeted external grant proposal within the funding cycle (July 1, 2024 – June 30, 2025).
7) If applicable, must provide letter of support from external collaborator(s) indicating the role(s) of each investigator.

Project Period: July 1, 2024 – June 30, 2025
Project Budget: $15,000
Applicant may request reassigned time- 3WTU's (Fall 2024 or Spring 2025) or a Faculty Salary Stipend up to $5,000, as well as Operating Expenses and/or Student Salary (up to $15,000):

1A	**Reassigned Time:** up to 3 WTUs (one 3-unit course) of reassigned time per team member (**total cannot exceed project budget**), subject to approval of the dean of your college. Reassigned time value will be based on standard internal university rates. NO salary conversion for WTUs after the grant has been awarded if applicant requested WTUs (*Note: one 3-unit course would cost $8,961.70 [salary and benefits]*)
1B	**Operating expenses:** up to the full cash amount of the award may be used for the purchase of materials, supplies, services, registration fees or travel required for a scholarly or creative project.
1C	**Student Salary:** for use up to the maximum amount awarded. Grant funds may be used for student research assistant wages or faculty salaries (e.g., additional pay). A substantive and detailed itemized budget is required (e.g. student hourly wages, number of hours worked, etc.). Students must be hired through Payroll. Student can only be paid hourly, no lump sums. Special note: student stipends are prohibited. Please note, the minimum wage increased to $16 per hour.

OR

2A	**Faculty Stipend**: up to $5,000 maximum per team member (**total cannot exceed project budget**)
2B	**Operating expenses:** up to the full cash amount of the award may be used for the purchase of materials, supplies, services, registration fees or travel required for a scholarly or creative project.
2C	**Student Salary:** for use up to the maximum amount awarded. Grant funds may be used for student research assistant wages or faculty salaries (e.g., additional pay). A substantive and detailed itemized budget is required (e.g. student hourly wages, number of hours worked, etc.). Students must be hired through Payroll. Student

	can only be paid hourly, no lump sums. Special note: student stipends are prohibited. Please note, the minimum wage increased to $16 per hour.

Note: Applicants cannot request both Reassigned Time and Faculty Stipend

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Proposal Submission Checklist:

1) Proposals must be **written for a general audience**.
2) Define discipline-specific terms, avoid jargon.
3) Proposal must be written in 12-point font, 1-inch margins
4) **Word count for each section must stay within the maximum allowed** (e.g. Project Summary: 472 words)
5) Status of IRB/IACUC/IBC approval (e.g. forms incomplete, submitted, or Protocol #) if applicable.
6) Letter of support from external collaborator(s) indicating the role(s) of each investigator (if applicable) Collaborator is anyone who is not a Co-PI, but contributes to the project
7) Budget Template (required)
8) Timeline Template (required)
9) PI/Co-PI Curriculum Vitae (required, 2-page maximum) — 12-point font, 1-inch margins
10) References Cited page, limit 10 references (as needed)
11) Submit application in a single pdf file, "Last name, First name RSCA2425"

Failure to follow the required format or include required components will remove your application from consideration. CV(s) and Templates are NOT included in word count.

Evaluation Criteria

All proposals will be reviewed by the University Faculty Research Committee (UFRC), using the following seven criteria: **project summary, project background and description; project procedures/methodologies; broader impacts and outcomes of the proposed activities; personal background and qualifications; external funding target and fit; and the budget template and narrative**. Assure all criteria and components are included in your submission. Failure to do so will result in a deduction of points from your score or in disqualification of your proposal. Details of items that must be included in each of those areas are listed below.

Evaluation Criteria:

Section I: Project Summary *Maximum 250 words*
1. Provide an abstract or summary in non-technical language that is understandable to all UFRC members. The UFRC defines non-technical language as terms found in an abridged dictionary. The abstract should provide the reviewer with a compelling statement about the entire project.
2. Give a brief statement of the benefits of this project, if funded, to the University and if applicable, organizations outside of the University. Specifically address the increase in

fundability, leverage or visibility that would be achieved with these funds. Describe external funding target and alignment.

Section II: Project background and Description   *Max. 1000 words*

1. Provide a description of the project background, its significance, preliminary data or findings obtained so far, as well as additional work that is planned prior to submitting the external grant.
2. Give statements of the hypothesis or problem to be investigated, including the rationale and possible outcomes. Discuss the proposed activities in light of the existing literature and preliminary results.
3. In addition to writing an external grant proposal, describe other expected accomplishments during the RSCA funding period (publications, presentations, performances, exhibits, etc.).
4. Comment on expected student involvement during the RSCA funding period.
5. If applicable, give the rationale for how your project will nurture interdisciplinary ideas or methods among CSUF faculty. Include evidence of existing collaborations of the group. Describe how the project is interdisciplinary, addressing targeting issues across disciplinary boundaries. Also, describe the potential to evolve the project into an institutional grant proposal for external funding.

Section III: Project Procedures/Methodology   *Max. 500 words*

1. Describe the procedures you will follow in getting ready to submit the grant, such as any further data collection prior to submission, literature review, pilot testing of measurement tools, performance trials, etc.
2. Identify any resources you may need as part of your budget (student assistants, equipment, and consultant/grant writer assistance). Explain why these resources are needed and how they will be used.

Section IV: Broader Impacts & Outcomes of Proposed Activities   *Max. 250 words*

1. Describe how your proposed project (activities and proposal preparation) will strengthen or support student learning, either through direct involvement of students or secondarily through curricular enhancement.
2. Describe whether and how your proposed project activities will foster partnerships between CSUF and other educational institutions, community groups, or other external stakeholders.
3. Describe specifically how and where (if possible) you plan to disseminate your research findings or creative outcome(s) once completed.

Section V: Personal Background/Qualifications *Max.*
250 words, *not including the response to #3.*

1. Describe your qualifications to complete this project successfully and how it is a logical extension of your current work. Be specific: what have you done in the past that has prepared you for succeeding in this project?
2. Summarize relevant scholarly work and identify your roles (i.e., PI/Co-PI), funding amounts, grant project titles, and funders for any grants listed.
3. Have you previously received a RSCA grant? If yes, please list all previous RSCA grant awards and provide a 100-200-word summary of the outcomes that resulted from these grants. If no, please put N/A.

Section VI: External Funding Target & How It Is A Good Fit *Max.*
200 words

1. Indicate the specific Funding agency name, program name, due date, and funding amount.
2. Describe application requirements of the target external grant and how you intend to meet these requirements.
3. For the preparation and submission of your external grant proposal, please include the deadlines for submission to the targeted grant or program.

Section VII: Budget Template and Narrative
Max. 200 words
1. Provide a justification for the requested expenses, salary, or reassigned time (WTUs) based on the goals of your RSCA project (i.e., the work you need to do to prepare your external grant application).
2. Specify how the funds and/or time will be spent.
3. Itemize operational and personnel expenses, if applicable.

Review Process:

RSCA grant proposals will be solely reviewed by the University Faculty Research Committee (UFRC) using the criteria described in this Call for Proposals. The UFRC will make recommendations to the Associate Vice President for Research and Sponsored Projects, who determines final distribution of funding (all decisions are contingent upon budget approval by the State).

Administration of Funds:

Project budget period is from July 1, 2024 – June 30, 2025. Monetary funds will be administered by your department. The assigned program code must be used on all expenses; all State and University policies and procedures apply. Budget modification requests with explanation must be made via email to the Office of Research and Sponsored Projects at ORSP@fullerton.edu. Any project overdraft will be the Deans/Departments financial responsibility.

Final Reporting:

A **final report** on the work accomplished, including a summary report on ALL expenditures made, must be submitted by December 1, 2025. Failure to complete the final reporting requirements will disqualify faculty from future funding. **Extension requests** must be made before June 30, 2025 including an explanation as to why you need the extension via e-mail to the Office of Research and Sponsored Projects at ORSP@fullerton.edu.

Mentorship:

If you accept funding, you agree to mentor faculty from your department or college in future grant submissions.

Frequently Asked Questions (FAQs):

The following are some examples of allowed/not-allowed costs and some clarifications regarding awarded RSCA Grants:

- Release/reassigned Time is subject to approval by your chair and/or dean if your proposal is selected for funding. Pre-Approval is NOT required for proposal submission, but your chair and/or dean should be notified that you are submitting a proposal.
- Release/reassigned Time may not be converted to salary. In the event that you are unable to take release time, you must have written justification and support from the Department Chair and College Dean.
- Release/reassigned Time is available to Principal Investigator (PI) and Co-PIs, as long as the total request does not exceed project budget.
- Faculty additional pay is charged the 11% benefit which must be covered by the funds awarded.
- Students must be hired through your department on the State payroll. No lump sum payouts are allowed for students. The budget allotted for student salary in the funded proposal **cannot be moved or transferred** to any other category after the funding decision has been made. Please note that Summer Student Payroll taxes apply; allocate funds accordingly.
- All funds are subject to University policies and procedures relating to purchases, travel, student hiring, etc. CSUF travel policy should be followed for all faculty/student travels.
- Property purchased (e.g., equipment, IT hardware, etc.) belongs to the University. Computers purchased by Departments must be purchased through the University IT process.

Instructions for online proposal submission, Intramural Informational Workshops (dates TBD) and other related information for this call will be posted on the 2024-2025 Research, Scholarship, and Creative Activities Award Program Webpage.

Please contact the Office of Research and Sponsored Projects at ORSP@fullerton.edu for any other questions regarding this call for proposals.