CALL FOR PROPOSALS

Funding Opportunity: **2024-2025 Junior/Senior Intramural Grant**

Submission Deadline: **Friday, January 26, 2023 at 5:00 PM**

Electronic Application Submission Required: CSUF InfoReady

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 Safari are the recommended browsers
2) Online application will require an Abstract (50 word maximum)

Funding Opportunity Purpose: Proposals are invited from all full-time faculty (including full-time lecturers, coaches, counselors and librarians) for grant funding intended "to stimulate faculty research and creative activities, to support such research and creative activities, and to assist faculty in successful competition for external funding, where appropriate" (UPS 650.000). Ideally, funded activities should lead to faculty publications/performances or competitive externally funded (e.g., donors, private/public grants, contracts) projects.

Award Cycle: June 1, 2024 - June 30, 2025

Award: Reassigned Time (Fall 2024/Spring 2025) **or** maximum $7,500 Operating/Salary Expenses *(Only one option can be selected)*

Purpose of Award: To support and enhance faculty research, creative, and scholarly activities resulting in the following specific outcomes:

1) Publications
2) Peer-Reviewed Conference Presentations
3) Performance/Exhibits
4) Pilot Project Implementation including Data Collection
5) Seed money to assist in obtaining external funding for projects
6) Professional Development

Eligibility:

Senior Faculty:

1) Full time, equal to/greater than eight years or Academic Rank of Professor.
2) Was not awarded a 2023-24 Junior/Senior Grant, 2023-24 ORSP Innovative Research and Creative Activities Grant, or a 2023-24 RSCA Incentive Grant.
3) Previous Intramural Grant final reports were submitted.
4) Not participating in Faculty Early Retirement Program (FERP)

Junior Faculty:

1) Full time, less than eight years at CSUF.
2) Was not awarded a 2023-24 Junior/Senior Grant, 2023-24 ORSP Innovative Research Grant, or a 2023-24 RSCA Incentive Grant.
3) Previous Intramural Grant final reports were submitted.
4) Not participating in Faculty Early Retirement Program (FERP)

Use of Award: (only one option to be selected)

1) **Reassigned time:** up to 3 WTUs (one 3-unit course) of reassigned time (either Fall 2024/Spring 2025) subject to approval of your college dean (communicate with the department chair regarding your proposal submission for course planning if your proposal is selected for funding). 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.

OR

2) **Combination of Operating/Salary expenses:** you may request a combination of faculty/student research assistant support and operating expenses not to exceed the full cash amount of the award ($7,500).

   a. **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; payable from an account administered by the Auxiliary Services Corporation (ASC). You will be contacted by ASC for orientation on your account.

   b. **Faculty/Student Salary/Consultant Contract:** 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), or consultant contracts. A substantive and detailed itemized budget is required (e.g. student hourly wages, number of hours worked). Students must be hired through Auxiliary Services Corporation (ASC). Student can only be paid hourly, no lump sums. Special note: student stipends are prohibited.

Review Process and Criteria for Evaluation:

All Junior/Senior grant proposals will be reviewed and scored by the University Faculty Research Committee (UFRC), weighted 80%, using the criteria described in this Call for Proposals. In addition, the submitted proposals will also be scored by their College, weighted 20%, using established College criteria or UFRC criteria. The UFRC combines scores for final recommendations to the Associate Vice President for Research and Sponsored Projects, who will then forward the recommendations to the Provost then to the President who will make the final decisions (all decisions are contingent upon budget approval by the State and University).

Required Application Instructions:

1) Proposals must be **written for a general audience**.
2) Define discipline-specific terms and avoid jargon.
3) Times New Roman 12-point font, 1-inch margins
4) Word count for each section (e.g., PROJECT DESCRIPTION: 450 words)
5) Budget Template (required)
6) Timeline Template (required)
7) Curriculum Vitae for PI, Co-PI, and/or consultant. (required, 2-page maximum each) – Times New Roman 12-point font, 1-inch margins
8) Letter of Support by external key personnel
9) References Cited page, limit 10 references (as needed)
10) Submit application in a single pdf file, "last name, first name JrSr2425"

Assure all criteria and components are included in your submission. The criteria listed below are used by the UFRC to evaluate research proposals.

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 Categories:

Section I: PROJECT DESCRIPTION (insert word count _____)

Maximum 1,000 words, 15 Points

A. Purpose of Project/Intellectual Merit (450 words)
1) Describe purpose and focus of project ('what you are planning to do')
2) Describe primary goals/objectives; what research questions will be answered and/or hypotheses will be tested?
3) Describe intellectual merit/importance of your project (how it will advance knowledge in the field, serve society/community, etc.). You may connect your project to the literature or other sources by including relevant citations at the end of the proposal (no more than 10; not part of word count).

B. Project Procedures/Methodology (300 words)
- Describe how the project will be carried out ('what will be done'); what methods and procedures will be followed (e.g., what equipment/participants will be needed and how are they acquired, what measurement/evaluation tools may be needed, data collection/analysis techniques, and/or your plans for developing and presenting creative activity/ performance exhibits, in the case of artistic projects) and what resources are needed.*

  *IACUC and/or IRB approval is required for projects involving the use of human or animal research subjects. Indicate the status of approval (e.g., application not submitted, submitted-in progress, or approved).

C. Applicant Qualifications (250 words)

1) Describe how this project advances your own scholarly and/or creative agenda (past work and future plans/goals).

2) Describe, in narrative form, relevant scholarly and/or creative work (collaborations, publications, grants, products, presentations etc.) with how they connect to this project, and identify your roles (i.e., PI/Co-PI), funding amounts, title of each work, and funders for any grants listed. **Do NOT cut and paste items from your CV**.

3) Attach a **2-page CV for the PI (and Co-PI if relevant).**

Section II: EXPECTED OUTCOMES/MEANS OF DISSEMINATION (insert word count___)

Maximum 400 words, 10 Points

[Timeline Template](#) *Required*

Project Outcomes (400 words)

1) Describe the project outcome(s) that you expect to result from this grant project (e.g. publication, conference presentation, performance, exhibit, external grant proposal, patents). Include specific target venues/formats for the information dissemination (e.g. name of journal, name/date of conference, name/date of performance or exhibition, name of external funding agency and deadline).

2) Discuss major milestones for the completion and dissemination of the project outcomes (e.g., data collection/analysis; manuscript submission dates; casting, rehearsal, and performance dates; design, creation, exhibition dates, submission of external grant proposal).

3) Describe how your project will strengthen curricular enhancement, student involvement and learning, faculty development, external grant funding, etc.

4) Attach a completed [Timeline Template](#) (not part of word count) to your proposal package. Items listed here should be consistent with those discussed in section I.B.

Section III: Proposed Budget (insert word count_____)

Maximum 300 words, 5 Points

[Budget Template](#) *Required*

Budget Justification

1) Provide a narrative justification for the requested expenses, salary, or reassigned time (WTUs) based on the goals of your project. Specify how the funds and/or time will be spent.

2) Itemize faculty salary, operational expenses, and/or student hourly wage (if applicable).

3) If you are applying for reassigned time, describe all other expected

reassigned or release time and the purpose for which you are receiving it during the upcoming academic year.

4) Complete and attach [Jr/Sr Budget Template](#) (not part of word count).

Section IV: Past Intramural Awards

As per UPS 650.000, "For proposals judged to be of comparable merit, priority will be given to those faculty members who have never been awarded an Intramural Research Grant or who have no source of outside funding."

Have you received a RSCA or Junior/Senior grant in the past four years?

Administration of Funds:

Monetary funds will be administered by the Office of Sponsored Programs. You will be contacted for a mandatory Principal Investigator orientation; funds will be released after orientation. Budget period is from June 1, 2024 and will expire June 30, 2025. Any project overdraft will be the Deans/Departments IDC financial responsibility. PIs are not allowed to transfer money from one budget item to others; e.g. budget allocated for student assistants are not allowed to transfer to faculty salary or materials or travel.

Final Reporting:

A **final report** on the work accomplished, including a summary report on ALL expenditures made, must be submitted by October 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 ORSP@fullerton.edu.

Return of Unused Funds:

Any grant funds not expended or committed for the purposes of the project, will be returned to the Office of Research and Sponsored Projects within 30 days after the Final Report is submitted.

Mentorship:

If you accept funding, you agree to mentor faculty from your department or college in future grant submissions. Please include evidence or examples of mentoring in the final report

Please refer to the Frequently Asked Questions (FAQ) on the Research website:

http://www.fullerton.edu/doresearch/faculty_resources

For any assistance, please contact the Office of Research and Sponsored Projects at [ORSP@fullerton.edu.](mailto:ORSP@fullerton.edu)