

Research, Scholarly and Creative Activities Fund

**Request for Proposals Deadline:
Monday, October 22, 2018**

Background.

The CSU's Research, Scholarly and Creative Activities (RSCA) Grant Program is intended to help faculty remain engaged in their disciplines beyond the classroom and to contribute new knowledge through robust programs of scholarship. The annual funding from the program, which at Cal Maritime is supplemented with funds from the Provost's Office, is intended to provide more internal resources to help faculty pursue a broader array of professional activities and is to be used for research, scholarship and creative activity in support of the instructional mission of Cal Maritime.

Who may apply?

In accordance with Article 25.6 of the collective bargaining agreement, all faculty unit employees are eligible to apply for and receive RSCA awards. Awards are provided only to those who hold a current appointment for the duration of the award (July 2018 - June 2019). This funding is not intended to be an ongoing source of funding for faculty research projects.

What types of projects will be funded?

The program is intended to fund all types of research, scholarly, and creative activities. This includes but is not limited to empirical and theoretical research, applied design and development, pedagogical research, writing of books, and the production of art. Proposed projects must be related to the generation of new knowledge and learning. Funds will not be awarded for instructional improvement, course development or evaluation. Generally, funding for the dissemination of research already conducted should be sought by other means. Monies will not be awarded for the purpose of attending conferences, courses, workshops or professional meetings.

What review criteria will apply?

Proposals will be evaluated according to standardized criteria, including intellectual merit; significance and role in advancing the field or discipline; feasibility; accrued benefits to the University; and the qualifications of the faculty project director and collaborators. The following additional criteria may also be taken into account in assigning funding priority: interdisciplinary projects, potential of the project to attract future funding, and the involvement of students.

What is the timeline?

Deadline for Submission is October 22, 2018

Awards will be announced prior to December 3, 2018

Projects must be completed by June 30, 2019

For what may funding be used?

All justified and normally allowable expenses will be considered: faculty assigned time; additional compensation; support for student assistants; support for temporary personnel (consultants, collaborators); supplies; services; equipment; and travel to conduct research. CSU Travel Policies apply. All funds awarded must be used for the specific, approved purposes and may not be converted to other uses without prior authorization.

At what level will the projects be funded?

The award maximum is \$5,000.

Is there a specified proposal format?

Proposals should include the following:

1. A completed InfoReady submission; please see below for how to access the InfoReady system.
2. Core content that includes:
 - an abstract that introduces the proposed work;
 - a description of the project that includes the methodology, objectives, theoretical justification, and significance of the project;
 - a timeline for completion of the project;
 - a description of how the findings will be used; and
 - a statement justifying the requested resources needed to complete the project.
3. A **detailed budget** with line items clearly related to the scope of work is required.
4. A current *curriculum vitae* for applicant(s).

What is the review process?

1. The Faculty member submits an online application for RSCA funds by October 22, 2018.
2. The Faculty member must also submit letters of endorsement from his/her Department Chair and Dean.
3. The Faculty Development Committee reviews the applications and makes a recommendation to the Provost.
4. The Provost, in consultation with the President, makes final decisions on RSCA Fund applications.

Additional Instructions: The proposal should be written for reviewers who are not experts in the applicant's specific field. It is incumbent upon the applicant to write their proposal so that their non-disciplinary colleagues can judge the merit of their proposals. *Generally, the Faculty Development Committee is inclined to award the full amount requested to a smaller number of applicants rather than award partial amounts to more applicants.* If, however, your project could be completed in some fashion with an amount under that which has been declared, you may wish to acknowledge that. Fund awardees must submit specific documentation on the use of monies, and the Dean of Library will maintain appropriate records regarding the use of the RSCA Fund and report to the Office of the Chancellor as required.

Submit your proposal to the Cal Maritime InfoReady Review link located on the Cal Maritime Faculty Development website. You will use your Cal Maritime username and password to login, complete the application, and upload related documents. If you have questions regarding this process, contact Susan Bigler at sbigler@csum.edu.