**Funding Opportunity Announcement:**

**DEVELOPMENT OF RESEARCH AND CREATIVITY (DRC) GRANTS**

INTRODUCTION

The Professional Development Council (PDC) is charged with overseeing the application and selection process for an award program funded by the CSU Chancellor’s office: Development of Research and Creativity (DRC) Grants.

This grant program is developmental in nature with a focus on supporting early scholars in work that will significantly benefit their scholarship and creative work, as well as assisting established scholars to leverage nascent projects in ways that contribute to their careers at SF State.

**Grant opportunity:** Up to $8,000 maximum budget per grant proposal for individual project; $12,000 maximum for collaborative projects.

Funds are available for the 2016 calendar year (January-December 2016).

**Eligibility**: Tenured and tenure-track faculty are eligible to apply. Early to mid-career faculty are especially encouraged to submit applications. Faculty on sabbatical leave during the application or award period may apply. Faculty participating in the early retirement program (FERP) are not eligible for this grant program.

# **PROPOSAL FORMAT**

For award consideration, please submit the following:

* *Cover page*
* *Narrative*
* *Statement of previous and current award support*
* *Budget page with budget justification*
* *Current CV (may be abbreviated)*

**Cover page:** See Faculty Affairs website: [www.facaffairs.sfsu.edu](http://www.facaffairs.sfsu.edu) and below.

**Narrative:** The narrative portion of the proposal must **not exceed two pages (8.5 x 11”, single-spaced, minimum # 11 font, one-inch margins all around)** not including references. Narrative must address:

1. Significance to the discipline

Provide a context that will help reviewers understand the significance of your work within your discipline. Be specific about the ways that the project will contribute to a particular field of study. When applicable, briefly identify collaborators and their roles. If you are requesting support for work that contributes to a larger project, please help reviewers understand both the larger project and the work you are intending to accomplish with this award.

1. Contribution to your scholarly development and your career at SF State

Describe how the proposed project fits into the larger picture of your professional development and clearly articulate how the project will contribute significantly to the development of the scholarly agenda. If you are a tenured professor, how will this grant help your capabilities to work in this new research or creative area?

1. Specific goals and methods

Using an outline form, list project goals as (a), (b), (c), etc. Each goal should have a corresponding method that indicates how the goal will be accomplished. If applicable, highlight the goals and methods that apply to the particular portion of the work you propose to accomplish with this award. When proposals involve collaboration, summarize the roles and efforts of each collaborator in this section.

1. Timeline and chances of successful completion

Provide a timeline for the work you propose to accomplish within the academic year in which you will be working on the proposed project. Explain how the results will be used for or will support scholarly dissemination (e.g., journal article, book prospectus, seminar, colloquium, conference paper, public exhibition, concert, grant proposal). Identify personnel, and/or institutional resources and/or collaborative arrangements that will enhance the project’s success.

1. Budget rationale

Describe how the funding will support the project. For existing or continuing projects, discuss how this award will be distinct from existing or past research support. Clearly justify areas of overlap of current or past research support.

**Statement of previous and current award support:**

State all current and pending support related to the proposed project.

Current (active) support: Project title; project period; funding agency; $ amount for award

Pending support: Project title; project period; funding agency; $ amount requested

**Budget page with budget justification:**See Faculty Affairs website: [www.facaffairs.sfsu.edu](http://www.facaffairs.sfsu.edu) and below.

**Current CV**:May be abbreviated

**REVIEW CRITERIA AND RANKING**

Reviewers will be asked to rank applications based on merit as determined by the following criteria. For each proposal 2/3 of the evaluation of merit will be based on criteria 1 and 2 combined; 1/3 of the evaluation of merit will be based on criteria 3 and 4 combined.

1. Significance to the discipline
2. Contribution to the applicant’s scholarly development in the field
3. Specific goals and methods, chances of completion within 12-month period
4. Budget rationale and justification

**PROCESS AND TIMELINE FOR REVIEW**

**Application deadline:**

Submit proposal to your **College Office** by **Wednesday, October 28, 2015, 5 pm**

**Levels of review and allocation of awards:**

College level review: 65% of awards will be allocated proportional to # of Tenure Track/ Tenured faculty in the college

* College Leave with Pay Committee ranks proposals
* Dean finalizes ranking of proposals in the college
* Dean forwards college rankings to Faculty Affairs

University level review: remaining 35% of the awards will be allocated based on Professional Development Committee (PDC) ranking

* The PDC ranks the remaining proposals (those not selected for awards based on college level review)
* The PDC forwards ranking to Faculty Affairs

Faculty Affairs forwards final rankings to Provost and announces final selections.

Announcement of awards will be made by late December, 2015.

**COVER PAGE**

**APPLICATION FOR DEVELOPMENT OF RESEARCH AND CREATIVITY (DRC) GRANTS**

**2015-2016**

**APPLICATION DUE IN COLLEGE OFFICE: OCTOBER 28, 2015, 5pm**

|  |  |
| --- | --- |
|  | |
| * Individual Grant **up to $8,000** Amount Requested $ |  |
| * Collaborative Grant **up to $12,000** Amount Requested $ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s): | | | | |
| Tenured? | Rank (as of Fall 2015): | | | Semester and Year started SF State T/T appointment: |
| Department(s): |  | | |  |
| College(s): |  | | |  |
| Email(s): | | | | |
| Title of Project: | | | | |
| **Please note that you must file your final report by January 22, 2017** | | | | |
| Does the proposed project require approval by Committee for the Protection of Human Subjects?  **YES \_\_\_\_\_ NO \_\_\_\_\_**  **If yes or uncertain, please submit a copy of your proposal to the Committee for review now.**  **Please refer to the guidelines found at** <http://research.sfsu.edu/protocol> | | | | |
| Does the proposed project require approval by University Animal Care and Use Committee?  **YES \_\_\_\_\_ NO \_\_\_\_\_**  **If yes or uncertain, please submit a copy of your proposal to the Committee for review now.**  **Please refer to the guidelines found at** <http://research.sfsu.edu/protocol> | | | | |
| **ENDORSEMENTS BY DEPARTMENT CHAIR AND COLLEGE DEAN** | | | | |
| I acknowledge this proposal. **I verify that the Department/College support listed above and on any budget page is correct.** | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  signature | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  signature | |
| Department Chair  Date: | |  | College Dean  Date: | |

**Template for budget and budget justification for DRC proposals 2015/16**

Budget proposal: You may use all or some of the categories in this template; you may add categories as appropriate for your project. Total budget should not exceed $8,000 individual project ($12,000 for collaborative project).

|  |  |  |  |
| --- | --- | --- | --- |
| **PROPOSED BUDGET** |  |  | Notes |
| **I. Information** |  |  |  |
| Title of Proposal |  |  |  |
| Name(s) |  |  |  |
| Email Address |  |  |  |
|  |  |  |  |
| **II. Budget** |  |  |  |
| **1.Personnel** |  |  |  |
| Reimbursed Release Time | $ |  | *For purposes of this grant, allocate $4291 for 3 WTUs (.2) RRT* |
| Student Assistants | $ |  | *Student Assistants: Rates range from $9.00 to $17.26/hr depending on nature of tasks, complexity of responsibilities, and specialized knowledge/skills required.* |
| Other Personnel | $ |  |  |
| **Subtotal Personnel** |  |  |  |
|  |  |  |  |
| **2. Operations** |  |  |  |
| Transportation | $ |  | *Travel:  Transportation may include airfare, transit costs, taxis, mileage, travel insurance* |
| Lodging | $ |  | *Lodging (hotel stay capped @ $195/night). Multiply room charge x number of days* |
| Supplies and Equipment | $ |  | *Supplies and Equipment: may include equipment necessary for the conduct of your project; printing, postage, office/laboratory supplies* |
| **Subtotal Operations** |  |  |  |
|  | $ |  |  |
| **3. Other** |  |  |  |
|  |  |  |  |
| **Subtotal Other** |  |  |  |
| **Grand Total** | **$** |  | **Total not to exceed $8,000 ($12,000 for collaborative project).** |

Budget justification: Provide a detailed justification for each budget item. For new projects, describe your budget using categories such personnel and operations (See Appendix I). For existing or continuing projects, clearly justify areas of overlap of current or past research support. How will this funding move an existing project forward? How will this award be distinct from existing or past research support for this project?