

FUNDING OPPORTUNITY ANNOUNCEMENT FOR 2016-2017:  
DEVELOPMENT OF RESEARCH AND CREATIVITY (DRC) GRANTS

**Application Deadline: Monday, March 28, 2016**

#### 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 make a difference to their careers at SF State.

**Grant opportunity:** Up to \$8,000 maximum budget per grant proposal for individual projects; \$12,000 maximum for collaborative projects (Collaborators must be SF State tenured or tenure-track faculty members). Funds are available for the 2016-2017 academic year, including summer 2017.

**Eligibility:** All 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 who received a DRC award for 2016 and current PDC members are not eligible for the 2016-17 grant cycle.

#### PROPOSAL FORMAT

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

**Cover page:** See cover page template below, please indicate if individual or collaborative project. For collaborative projects, submit one application.

**Budget page with budget justification:** See template below, for each budget item, briefly describe how the funds will support the project and be critical to its success. 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 past, current and pending support related to the proposed project.

Past and Current support: Project title; project period; funding agency; \$ amount for award

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

**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.

**Reminder:** Reviewers represent a wide range of disciplines. Please use language that is easily understood by colleagues from outside your field.

The narrative must address:

A. *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.

*B. 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 DRC funding will advance your scholarly and/or creative agenda. Explain how it will make a difference to the development of your career at SF State.

*C. Student involvement and/or implications for student development or student learning*

Indicate the level of graduate and/or undergraduate student involvement in the project, if applicable. Identify how the project will contribute to student learning and development.

*D. 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.

*E. 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.

**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 based on criteria 3, 4 and 5 combined.

1. Significance to the discipline
2. Contribution to the applicant's scholarly development in the field
3. Student involvement and/or implications for student learning
4. Specific goals and methods, timeline and chances of completion within 12-month period
5. Budget justification; current and previous award support

## PROCESS AND TIMELINE FOR REVIEW

**Application deadline: Monday, March 28, 2016, 5 pm**

Please make sure you obtain your department chair's signature on the cover page before submitting your application online.

Submit all materials in **one** file PDF file saved as the following format: Last name\_First name\_Department to: [https://sfsu.co1.qualtrics.com/SE/?SID=SV\\_agBJPjoWOAgEMbX](https://sfsu.co1.qualtrics.com/SE/?SID=SV_agBJPjoWOAgEMbX)

## LEVELS OF REVIEW AND ALLOCATION OF AWARDS

*College level review:* 2/3 of awards will be allocated proportional to # of Tenure Track/ Tenured faculty in the college

- College Review Committee ranks proposals
- Dean finalizes ranking of proposals in the college
- Dean forwards college rankings to Faculty Affairs

*University level review:* remaining 1/3 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 May 2016**.

**APPLICATION DUE BY MARCH 28, 2016, 5:00 PM at: [https://sfsu.co1.qualtrics.com/SE/?SID=SV\\_agBJPjoWOAgEMbX](https://sfsu.co1.qualtrics.com/SE/?SID=SV_agBJPjoWOAgEMbX)**

<input type="checkbox"/> Individual Grant <b>up to \$8,000</b>	Amount Requested \$:
<input type="checkbox"/> Collaborative Grant <b>up to \$12,000</b>	Amount Requested \$:

Name(s):

Rank(s) (as of Fall 2016):

Semester and Year started SF State appointment (s):

College(s):

Department(s):

Email(s):

Title of Project:

**Please note that you must file your final report by August 21, 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/SCHOOL DIRECTOR**  
**I verify that the Department/College support listed above and on any budget page is correct.**

Applicant(s) Name(s): Date:  _____ Signature(s)	Chair/Director Name: Date:  _____ Signature
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TEMPLATE FOR BUDGET AND BUDGET JUSTIFICATION FOR DRC PROPOSALS 2016/17

**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.

**Budget justification:** Provide a detailed justification for each budget item. For new projects, describe your budget using categories such as personnel and operations. 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?

PROPOSED BUDGET			NOTES
Title of Proposal:			
<b>Personnel Budget</b>			
Reimbursed Release Time	\$		<i>For purposes of this grant, allocate \$4291 for 3 WTUs (.2) RRT</i>
Student Assistants	\$		<i><u>Student Assistants</u> Rates range from \$10.00 to \$17.26/hr depending on nature of tasks, complexity of responsibilities, and specialized knowledge/skills required.</i>
Other Personnel	\$		
Subtotal Personnel	\$		
<b>Operations Budget</b>			
Transportation	\$		<i><u>Travel</u> Transportation may include airfare, transit costs, taxis, mileage, travel insurance</i>
Lodging	\$		<i><u>Lodging</u> hotel stay capped @\$275/night Multiply room charge x number of days</i>
Supplies and Equipment	\$		<i><u>Supplies and Equipment</u> may include equipment necessary for the conduct of your project; printing, postage, office/laboratory supplies</i>
Subtotal Operations	\$		
<b>Other Budget</b>			
	\$		
Subtotal Other	\$		
Grand Total	\$		<b>Total not to exceed \$8,000/ \$12,000 for collaborative project</b>