

GUIDELINES FOR STATE FACULTY SUPPORT GRANTS
Cal Poly, San Luis Obispo

**THESE GUIDELINES COVER AWARDS THAT WILL BE USED DURING FISCAL YEAR 2009-2010
(July 1, 2009 to June 30, 2010)**

The State Faculty Support Grant (SFSG) program supports research, scholarship, and creative activities that help faculty remain current in their disciplines and contribute new knowledge, with the intent of strengthening California socially, culturally, and economically. Faculty defined as members of Unit 3 are eligible to compete for funding. Priority will be given to: tenure-track faculty; those in disciplines with few outside sources of support for research, scholarship, and creative activity; and projects likely to lead to the acquisition of external funding.

Grants will **NOT** be awarded for instructional improvement *per se*, course development or evaluation, or textbook writing. Because the program is intended to fund traditional research, scholarship, and creative activities, the project must be related to the generation of new knowledge and learning or, in the case of the arts, to experimentation in techniques and in the production of works. Nonetheless, it will be relevant to the reviewers to know how the program, scholarship, or creative activity will improve your teaching and benefit the instructional program.

Grants will **NOT** be awarded for the purpose of attending conferences, courses, workshops or professional meetings, whether or not these involve the presentation of scholarly work.

TYPES OF SUPPORT:

The State Faculty Support Grant program supports activities that advance a discipline or field. These activities should use approaches appropriate to the discipline or field, to create new and generalizable knowledge or to develop new creative forms or expressions. The program offers three types of support:

- **Minigrants:** To be expended during the academic year. The intent of these grants is to allow faculty to test promising ideas and obtain preliminary results prior to seeking external support for their work. Funds may be used to pay undergraduate and graduate students as research assistants, for supplies and operational expenses, for travel directly related to the conduct of the project, and for other appropriate purposes. Minigrants may not be used to buy equipment (defined as items that cost more than \$2,500 and/or last for more than 4 years). **Minigrants may not exceed \$5000 and funds may not be used for faculty compensation.**
- **Assigned time for research, scholarship, or creative activity:** To be used during the academic year unless the application is teaching a full load during Summer quarter.

You may write a proposal for a single activity that requests support through both a minigrant and assigned time, but the total value of the award may not exceed \$9,000. [Note: the value of a single WTU (weighted teaching unit) of assigned time is projected to be \$1,640 for 2009-2010; 4 WTUs would be valued at approximately \$6,560.

- **A quarter leave at full pay:** To develop or complete an appropriate activity related to one's academic discipline. Those accepting a quarter leave will be required to teach the next two quarters in normal rotation immediately following completion of the leave. Because of the high cost of funding quarter leaves, these are only granted for highly justified requests considered to be exceptionally meritorious. A quarter leave for these purposes is defined as 12 WTUs.

Awards can be made only to faculty who intend to remain employees of Cal Poly, San Luis Obispo, in the year following the award.

DEADLINE:

2009-2010 Academic Year Awards
(minigrants, assigned time, quarter leave)

January 20, 2009, 4:30 p.m.

CRITERIA FOR EVALUATION:

Proposals will be evaluated using the following criteria:

- **Significance:** Includes the importance of the topic; role in advancing the field or discipline; need for or anticipated benefit from the project or creative activity; contribution of the creative activity to fostering excellence, vitality, and diversity in the arts; impact on student learning; relationship to strengthening the curriculum, if any; and contribution to knowledge that will strengthen California socially, culturally, and economically.
- **Methodology:** Includes overall design or organization; theoretical justification; consistency with stated objectives; a complete work plan with sufficient detail to permit evaluation of feasibility; time schedule; budget justification. For creative activities, criteria include adequacy of plan for commitment of imagination, thought, and expression in an articulated direction; and demonstrated ability to sustain creativity as evidenced by previous work.
- **Qualifications of principal investigator, adequacy of facilities, and feasibility of project:** Includes evidence of how well prepared the principal investigator/scholar is to pursue the goals of the grant; qualifications, promise, and stage of career development of the principal investigator; link between current proposal and past work; the availability of facilities, equipment, or other resources necessary to meet the objectives of the grant; and the reasonableness of the scope, time frame, budget, and activities of the project. For creative activities, criteria include adequacy of the material conditions necessary to facilitate the creation, production, presentation, or exhibition of innovative and diverse work.
- **Potential:** Includes consideration of the project's potential for new contributions or promise of leading to external funding.
- **Writing and Organizational Quality:** Reviewers have numerous proposals to evaluate. Proposals that are carelessly written and poorly organized usually receive poor evaluations. Proposals that leave reviewers with unanswered questions are usually not recommended for funding.

Awards will be made based on the above evaluation and other factors, including but not limited to:

- the impact of the award on the professional development of the faculty member;
- prior SFSG and other institutional support and the outcome of that support.

CONTENTS OF PROPOSAL: (5-6 pages maximum)

As you write your proposal, assume that your audience will include generalists as well as experts in your field. Because faculty from outside your discipline will review your proposal, you should consider explaining why procedures that are routine in your field, but perhaps not outside it, will be used.

Proposals should contain the following:

1. **Abstract:** A 250-word abstract of the project's goals and method **written in non-technical language**. Summarize the whole project, not just the "significance" section. Describe topic to be studied, method to be used, and plan of work.
2. **Narrative (5-6 pages):** A detailed narrative describing the work, a time-line for completion of the project, and a statement about why the resources requested are necessary to complete the project. The narrative should include:
 - a. A discussion of the significance of the project. What is the question or problem to be researched or studied? What is the theoretical or experimental basis or context for the problem? What studies have been done that suggest this is the next logical step? What is the importance of the problem or need for the creative activity? How does it relate to your professional development? What impact will your project have on your teaching? On student learning? If your project is a creative activity, how will it foster excellence in, or increase appreciation of, the arts?

- b. Previous support. If you have received previous SFSG support for related work, summarize what was accomplished and how it relates to the proposed work. Note any publications or grants that resulted from the work.
- c. A detailed plan of work, including theoretical justification, methodology, tasks, and time schedule.
- Review previous work either by you or by others that you have used to develop this project. How does it build on or extend previous work?
 - Specify the design and procedures.
 - Describe activities and time schedule for completion.
 - Describe facilities or material conditions needed. Give evidence that major items required are not already available and accessible elsewhere in the department, college and/or campus.
 - Describe how undergraduate and/or graduate students will be involved.
- d. A description of how research findings will be used. Will you seek publication in refereed journals or presentation in artistic exhibitions? To what external sponsors do you intend to submit proposals?
- e. For minigrants, a budget in which line items are clearly related to the activity of the grant. The budget should follow the format below, listing only the applicable categories. An explanation for all line items should be included.

Personnel	Amount
Temporary Help	\$
Student Assistant	
Graduate Assistant	
TOTAL PERSONNEL SERVICES	\$
Expenses	\$
Supplies	
Services: On-campus	
Services: Off-campus	
Travel: In-state	
Travel: Out-of-state	
Other	
TOTAL EXPENSES	\$
GRAND TOTAL	\$

[Minigrants MUST be expended before the end of the fiscal year (June 30) in which the award is made. Normal State deadlines for purchase orders, paying student assistants, etc., will require that funds for some expenditures be encumbered well before the end of the fiscal year. Work with your department head/chair to help you plan your expenditures. If you wish to use your funds after June 30, you must first obtain permission from the Dean of Research and Graduate Programs (RGP). Otherwise, the unused funds must be returned to RGP. The RGP office will contact all awardees with balances in excess of \$500 after June 30 to discuss the disposition of these funds.]

Faculty members who receive quarter leaves will receive their normal salary for the quarter. The department or college will be reimbursed for assigned time (12 WTUs) at the current WTU replacement rate.

3. **Appendix A: Resume**. A *curriculum vitae* must be attached.
4. **Appendix B: Other Grants**. A list and explanation of the assigned time, sabbaticals, leaves with difference in pay, grants (both internal and external) and other monetary awards you have received in the past five years for research, scholarship, and creative activities. If you received a grant for this activity already, how does this proposal differ from and relate to that grant? If you have submitted or

will be submitting this proposal to any other source, internal or external, for full or partial funding, please explain the circumstances in this appendix. You should discuss the availability of grants in your field, specifically in relation to this project. Is outside funding possible at this stage? Later? Include information about other grant writing efforts you have made, or plan to make, in relation to your current proposal.

5. **Appendix C: Suggested Reviewers.** Name, address, phone, fax, and email of three to five off-campus experts who might serve as reviewers of your proposal. Please also briefly indicate your past working relationship with the reviewer (e.g., co-author, dissertation committee, etc.). Include at least two persons who are not co-authors or former advisors.

PROPOSAL CHECKLIST

- _____ Cover page with signatures (attached hereto)
- _____ Abstract
- _____ Narrative of proposal
- _____ Budget (for minigrants only)
- _____ Appendix A (*curriculum vitae*)
- _____ Appendix B (Other Support)
- _____ Appendix C (Suggested Reviewers)

PROPOSAL SUBMISSION

The above abstract, narrative, budget and appendices should be stapled to the cover page to complete your proposal. One copy, with original signatures, is due in the Office of Research and Graduate Programs (Building 38, Room 154) by 4:30 p.m. on the deadline date. You must also mail an electronic copy to srock@calpoly.edu. All proposal components must be incorporated into a single file or folder (Word or pdf). For detailed instructions, go to <http://www.rgp.calpoly.edu>.

PROPOSAL REVIEW AND NOTIFICATION

All proposals will be reviewed by the Academic Senate Grants Review Committee and internal or external reviewers as necessary. Applicants will be notified, early in Spring quarter, whether their proposals have been recommended for an award. Since the awards are contingent upon approval of the budget for the next fiscal year, they will usually be made officially in the Fall quarter of that year. Quarter leaves begin at the start of the affected quarter. Minigrants are effective immediately upon award. Assigned time may be used in any of the three academic quarters (Fall, Winter, Spring) or Summer by special request.

REPORTING REQUIREMENTS

Following completion of the grant, a 3-to-5-page summary of project results must be filed with the Office of Research and Graduate Programs no later than **September 30, 2010**. A template will be provided to ensure all necessary information is included. In addition, a full accounting of expenditures will be required.

STATE FACULTY SUPPORT GRANT PROPOSAL

Cover Sheet

Submit one printed copy, with original signatures, to the Office of Research and Graduate Programs (Building 38, Room 154) by 4:30 p.m. on the deadline date. An electronic copy must also be uploaded to a secure website. For upload instructions, go to <http://www.rgp.calpoly.edu>. All proposal components must be incorporated into a single file or folder (Word or pdf).

Title of Proposal: _____

Name: _____ **Department:** _____

Rank: _____

Tenured _____ Tenure Track _____ Non-Tenure Track _____

I have taught at the college level _____ years as a regular faculty member.

I have taught at Cal Poly _____ years in total; _____ years as a regular faculty member.

Support and Amount Requested:

___ Minigrant: \$_____ Project Dates: Beginning _____ Ending _____

___ Quarter Leave: _____ Fall ___ Winter ___ Spring (check one)

___ WTUs Assigned Time: _____ Fall ___ Winter ___ Spring (fill in number)

Principal Investigator

Date

ACKNOWLEDGED:

Department Head/Chair

Date

Dean

Date