**2014-2015 Research & Creative Activity Mini-Grant Proposal Guidelines (v.3)**

**Program Description**

For academic year 2014-15, approximately $138,000 has been received from the Chancellor’s Office in support of research, scholarly and creative activity. These funds are distributed via the Research and Creative Activity Subcommittee of the Faculty Senate, in collaboration with Academic Affairs and the Office of Research Administration.

The purpose of the Research & Creative Activity Mini-Grant Program is to support faculty research, and scholarly and creative activity as well as encourage faculty contributions to their disciplines. Mini-Grant recipients must produce a deliverable such as a paper, grant proposal, exhibit or performance, etc. The Research and Creative Activity Subcommittee is responsible for managing the peer-review process. All tenured and tenure-track faculty, as well as full-time* lecturers, are eligible to apply. Also eligible are new tenure-track faculty hired for the 2014-15 academic year (with access to awarded research support funds after hire date.)

* as defined by the collective bargaining agreement

Faculty may apply for one of the following types of awards:

- **Assigned Time:** Three (3) units of assigned time to be used Fall 2014 or Spring 2015
- **Summer Salary:** $5,000 for summer salary during 2015 (through 8/31/15)
- **Research Support Funds:** Up to $5,000 for research support expenses (travel, student assistants, supplies, equipment, other)

**Deadline:** Proposals must be submitted by 5pm on Thursday, May 15, 2014. Late proposals cannot be accepted.

Proposal reviews will take place in June with decisions announced by July 15, 2014. Project Reports are due by December 15, 2015.

**Application Instructions**

1) Complete the cover page and scan it with signatures (last page of this document) and email to research@csus.edu or deliver to Office of Research Administration, Hornet Bookstore Bldg. 3400 (campus zip 6111) to the attention of Kendra Frank.

2) Complete the electronic application form that includes the sections listed on the next page (click here to access PDF application) and email to research@csus.edu.
Applicants are advised to write their proposal with a general audience in mind, as faculty reviewers may not all be from the applicant’s college.

**Section One: Project Plan (up to 1,000 words total, 60% weighting)**

The Project Plan must include the following sections:

A. Specific Aims (up to 150 words) – Provide a clear and concise statement of the work to be accomplished, the project objectives, and the deliverables to be completed.

B. Background and Significance (up to 400 words) – Briefly describe the background of the proposed project and the gaps in existing knowledge that the project is intended to fill. Include a statement of the significance of the project.

C. Project Design and Methods (up to 450 words) – Outline the general plan of the work, including a description of the activities and methods to be undertaken to complete the project deliverables.

**Section Two: Potential to Complete the Project (up to 300 words, 30% weighting)**

This section must show evidence of preparatory work directly related to the project. For example, evidence of prior publications, research, or presentations directly related to the project topic is relevant here. In addition, preliminary work such as data collected, surveys sent out, preliminary results recorded, pilot studies completed or other pertinent information may also be included. For research leading to grant proposals, the identification of past funding applied for and received is critical.

**Section Three: Timeline for Completion of Project Deliverables (up to 150 words, 10% weighting)**

This section must provide a clear and realistic timeline for completion of the project deliverables.

**Section Four: Human and Animal Protection Protocols declaration (up to 150 words, if applicable)**

Please identify any anticipated use of human or animal subjects involved in the proposed activity.

**The Review Process**

The reviewers will include tenured and tenure-track faculty who serve on the Research and Creative Activity Subcommittee as well as a range of full-time faculty volunteers from across the campus.

Proposal reviews will take place in June with decisions announced by July 15, 2014.
Name:

Department:

Full-time Lecturer: [ ] Assistant Professor: [ ] Associate Professor: [ ] Professor: [ ] (check one)

Application is for (check one only):
[ ] Assigned Time - 3 units: Fall 2014 [ ] Spring 2015 [ ] (check one)
[ ] Summer Salary (2015) - $5,000
[ ] Research Support Funds – Up to $5,000 (complete budget below)

Budget (for Research Support Funds only):

1. Travel (where/purpose) $ __________

2. Equipment (type, description) $ __________

3. Supplies (list) $ __________

4. Undergraduate/Graduate Student Assistants (hourly rate, # of hours, add 10.5% for fringe benefits) $ __________

5. Other (data set purchasing, etc.) $ __________

Total (not to exceed $5,000) $ __________

___________________________________
Applicant’s Signature  Date
I agree to pursue and complete the activities and deliverables outlined in this proposal.

___________________________________  Date
Chair’s Signature  / I have read and reviewed the applicant’s proposal and support its submission to RCA.

___________________________________  Date
Dean’s Signature  / I have read and reviewed the applicant’s proposal and support its submission to RCA.