2017-18 Research & Creative Activity (RCA) Faculty Awards Program

Call for Proposals

The Research and Creative Activity Subcommittee of the Faculty Senate invites proposals for the 2017-18 RCA Faculty Awards Program. The purpose of the RCA Awards Program is to support faculty research, scholarly, and creative activity, and to encourage faculty contributions to their disciplines. For activity in Academic Year 2017-18 and Summer 2018, at least $150,000 is available via funds from the Chancellor's Office and Research Affairs. These funds are distributed via the RCA Subcommittee in collaboration with Academic Affairs and Research Affairs.

Eligible Projects: Award recipients must produce a scholarly deliverable, such as an article or manuscript to be submitted for peer-reviewed publication, or a grant proposal, juried exhibition, performance, etc. Award recipients must also submit a required Project Report documenting the results of their work at the conclusion of the funding period.

Faculty Eligibility: All Unit 3 faculty are eligible and encouraged to apply (including full-time faculty, part-time faculty, temporary faculty, probationary and tenured faculty, lecturers, coaches, librarians, and counselors, as outlined in the Unit 3 Bargaining Agreement). **Note**: previous RCA Award recipients may apply, and would be eligible for an award, provided they can document either completion of, or appropriate progress on, their RCA project commitments, with all required RCA reports submitted and accepted. The RCA Subcommittee has final authority over such eligibility issues.

Awards: Faculty (individually or in teams) may apply for any combination of the following types of support, *provided the total budget request does not exceed $7,500.* Applications requesting more than $7,500 in support will be deemed ineligible.

1. Assigned Time: Up to four (4) units of assigned time for Fall 2017 and/or Spring 2018 (note: 3 units is equivalent to $5,175, 4 units is equivalent to $6,900);

2. Summer Salary: Up to $5,000 for summer salary during Summer 2018 (note: payroll taxes and other deductions will be withheld);

3. Research Support Funds: Up to $7,500 for project-related expenses (travel, student assistants, materials and supplies, equipment, manuscript or page charges, etc.).

Deadline: Proposals are due by noon on Monday, December 12, 2016.
Late proposals cannot be considered.

An **Applicant Information Session** will be held Wednesday, November 30, 2016 from 10:00 am-11:00 am in Suite 3010 of the Hornet Bookstore (3rd floor).

The review of proposals will take place early in 2017.
Award decisions will be announced before the end of April.

Application Instructions

Applications must be submitted online at https://csus.infoready4.com. Applicants are encouraged to develop their materials in Microsoft Word or a similar platform and then paste materials into the application site. **Note**: please use the word count function in Word or your chosen platform as exceeding the stated word limits may jeopardize the review of an application.

Application Components

General Applicant and Proposal Details
Please enter applicant/co-applicant(s) information, a project title, and a short abstract (up to 150 words).

Application Narrative
Section I: Project Plan (up to 1,500 words total, 65% weighting)
Note: because faculty reviewers may not be familiar with your area of expertise, applicants are strongly advised to construct proposals with a general academic audience in mind.

The Project Plan must include the following sections:

A. *Specific Aims*: Provide a clear and concise statement of the project objectives, the work to be accomplished, and proposed deliverables.

B. *Background and Significance*: Briefly describe the background of the proposed project and its intended contribution(s) to the discipline. Explain why the project is significant, as well as its broader importance and relevance.

C. *Project Description*: Outline the general plan of the work, including a description of the approaches/methods and activities to be undertaken to complete the project deliverables. Highlight your planned publication and dissemination outlets and explain your selections.

The Project Plan may include one (1) page of tables and/or figures, and one (1) page of references. These documents can be uploaded to the application system and will not count toward the total word limit for this section.

Section II: Potential to Complete the Project (up to 500 words, 20% weighting)
The applicant must show evidence of preparatory work and/or feasibility directly related to the project. Preparatory work may include, but not be limited to, evidence of preliminary, midstream, or advanced research, scholarship, and/or creative activity as appropriate to the discipline and stage of the proposed project.

The description of preparatory work and/or feasibility may include data collected and/or original sources identified, surveys sent out and/or interviews conducted, preliminary drafts completed or results recorded, pilot studies accomplished, exhibits or performances scheduled/completed, or other pertinent information as appropriate. Potential collaborators should be discussed here, as well as the involvement of any students in the proposed project.

Section III: Plan to Complete and Disseminate Project Deliverables (up to 500 words, 15% weighting)

This section must provide a clear and realistic timeline, with relevant milestones, for completion of the project deliverables. It also must include a detailed plan for dissemination of the deliverables within the timeframe of the project. For those applicants proposing to submit for external funding, identify which agency and funding opportunity you have targeted and the timeline.

In addition, provide in Section III a justification for the budget request. Indicate how the funding will be used to support the activities of the proposed project. Only activities directly related to completing the project will be funded.

Please also detail any current and pending support (including recently submitted applications), in the form of internal and external resources, to advance your research and scholarly agenda. Applicants may apply for support via the RCA program to supplement or complement other award funds, but may not receive support for the same effort.

Budget Request Form

Complete and upload the RCA budget worksheet detailing the budget request.

Bio-sketch/CV (up to 2 pages)

Provide a brief CV that includes only information relevant to the proposed project. Co-authors must be acknowledged and publications noted as either peer-reviewed or non-peer-reviewed.

A complete application includes:
1. General Applicant and Proposal Details, including an Abstract
2. Application Narrative (Sections I, II, & III above)
3. Budget Request Form
4. Bio-sketch/CV
5. Optional single page of tables and/or figures and single page of references that complement the Application Narrative

After submission, applications will be electronically routed by Research Affairs to the applicant's department chair and college dean for review and sign off. In signing, the chair and dean each certify that they support the proposed work and that the requested use of funds is not in conflict with existing college or department plans or priorities.

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Review Process

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Proposals will be reviewed using a non-blind, three-step process. Reviewers will include tenured and tenure-track faculty who serve on the RCA Subcommittee, as well as faculty volunteers from disciplines across the campus.

Step 1: Eligibility

Applications will be reviewed to ensure the eligibility requirements for all application components have been met.

Step 2: Peer Review
The proposal will be evaluated by a panel of faculty reviewers using the criteria and weighted factors outlined above. Reviewers will independently score and provide written comments on how well the proposal meets each criterion, and will participate in a review panel discussion of each proposal. Upon request, reviewer comments will be available to the applicant.

Important: In preparing your proposal, remember that it will be read by a panel of faculty reviewers, often from your college and sometimes from your department. While this panel will have some general knowledge of your area, reviewers may not be from your discipline, and even those from your discipline may not have the same specialization. Accordingly, you should frame your proposal to be understandable to an audience that is wider than that of a specialized academic journal.

Step 3: Procedural Review and Ranking
The ratings for each proposal will be tabulated and the average score will be determined. Using the average scores, proposals will be ranked in descending order. The RCA Subcommittee will make its final recommendations based on the ranked list. Each college will receive a minimum of two awards, subject to funding availability and the proposals' receiving a positive funding recommendation from the review panel.

<u>**Award Process**</u>

Notices to all applicants will be sent before the end of April 2017 via email. Awardees will be required to complete award acceptance and compliance forms, and acknowledge the requirement of a project report at the end of the award period. Summer salary awardees will receive their funds in July or August 2018 and research support expense funds will be available as early as July 2017.

It is a requirement of the of the RCA Faculty Awards program that any anticipated changes in project scope or deliverables must receive approval from the Chair of the RCA Subcommittee prior to proceeding with the change. Failure to alert the Chair or Research Affairs of contemplated changes may jeopardize aspects of your award.

Questions about the competition may be addressed to Dr. Nancy Sweet, Chair, RCA Subcommittee at rcachair@csus.edu.

For technical assistance on application submission, please contact Julie McGinty in Research Affairs at rca@csus.edu or 278-4918.