Probationary Faculty Development Grant Program
Application Process
Spring 2021

Process

1. All probationary faculty members are invited to submit applications for the Probationary Faculty Development grant. All applications shall include: a brief activity plan, an overview and background of the planned project, objectives, relationship to faculty member’s expertise, benefit to the students, the individual, and the University, timeline for the project, and budget for the $500 professional development support (see attached).

2. Faculty must submit via electronic mail (email) the application packet to the Office of Graduate Studies, Diversity and Equity Programs Office on or before 5 p.m. Friday, October 16, 2020. The email address is graddiversity@csus.edu

3. Each dean may nominate individuals to receive an award of $500 in professional development funds and three units release time for Spring 2021. Deans will receive copies of applications and may submit nominations by November 13, 2020.

4. The Diversity Awards Committee will review all applications submitted and deans’ letters of nominations. After considering all the materials, the committee will recommend funding to the Provost and Vice President for Academic Affairs.

5. The Provost and Vice President for Academic Affairs will notify deans of the award recipients.

Eligibility

1. The priority for individuals to be funded should be:
   a. Forgivable Loan individuals currently on staff;
   b. ABDs for work on their dissertation;
   c. Non-tenured assistant professors;
   d. Other non-tenured faculty.

Criteria

1. A proposed project must be research, a creative activity, or a pedagogical enhancement.
   • Research is critical investigation, experimentation or analysis leading to the discovery, creation or significant revisions of facts, theories or interpretations, or the practical applications of such new or revised conclusions.
• Creative activity refers to the creation of new works of art – visual, musical, literary, performance – within disciplines that encompass both art and the scholarly study of art.
• Pedagogical enhancement refers to projects designed to support and develop new methods or strategies related to teaching excellence.

2. All else equal, priority will be given to the nominee whose proposed research is consistent with the university’s values of diversity and inclusion: adding to the creative and vibrant learning community derived from the strength and vitality of our diverse campus and building upon work in service to students from underrepresented communities as a part of the Graduation Initiative and campus educational equity efforts.

3. The research project or creative activity should be undertaken with the intent of publication, exhibition, or other means of wide dissemination and critical review from peers outside this university: expanding the university presence via the scholarly, research, and creative activity of our faculty.

Timeline

For Spring 2021 proposals, applications should be submitted to the Office of Graduate Studies, Diversity and Equity Programs Office (via electronic mail at graddiversity@csus.edu) by 5 p.m. on Friday, October 16, 2020. Deans will be notified of awards by Friday, November 13, 2020 to allow planning for spring release time. Grant recipients are required to submit a final report to the Office of Graduate Studies, Diversity and Equity Programs Office via electronic mail at graddiversity@csus.edu on or before 3 p.m. Friday, June 25, 2021. A copy of the report should also be provided to the Department Chair and the College Dean. All reports will be presented in a Virtual Poster Session highlighting the projects of our Probationary Faculty Development Program recipients.
Probationary Faculty Development Grant
Applicant’s Activity Plan
Spring 2021
Due: Friday, October 16, 2020

Format

The document should be four (4) pages or less in the following format:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept:</td>
<td>College</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
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</tbody>
</table>

Title of Proposed Project/Activity:

1. Overview and background of the project/activity. Objectives of proposed study; specific aims, research questions or creative contribution.

2. Significance of the project/activity. Review of literature, significance of proposed study, contribution to the field, potential to seed a new line of research. Identify the expected outcome(s) of the project.

3. Methodology: Describe the methodological approach, research design, techniques or creative approach/activity to be employed. Applicants are asked to identify a senior faculty research mentor, on this or another campus, with whom they will consult during the course of their research effort.

4. Relationship to the University’s values of diversity and inclusion: adding to the creative and vibrant learning community derived from the strength and vitality of our diverse campus and building upon work in service to students from underrepresented populations, as a part of the Graduation Initiative and campus educational equity is a part of the campus values. Delineate how the project will add to the diversity and inclusions efforts.

5. Impact on Instruction. Describe potential benefits to teaching and learning of Sacramento State students offered by the project.

6. Benefit to the individual, department and/or college as appropriate. Identify and describe how the project will contribute to the applicant’s success, the applicant’s field of study, and/or the field of pedagogy.

7. Dissemination: Please describe your plans for disseminating the work completed on this project and subjecting it to external peer review. How will any intended publications increase your ability to attract external funding support? How will the results advance your research agenda?
8. Timeline for completion of the project/activity. List major activities and approximate number of weeks needed for each activity. Include description of plans for publishing exhibiting or otherwise disseminating the results of the project.

9. How many times have you received funding from this program? If you received funding, list the name of the project(s). Did you submit your final written report?

10. Budget: Include the costs for supplies, student assistants ($8.00/hr to $16.17/hr), travel (destinations and justification of why travel enhances the project). You must justify each budget item. The budget must total the requested amount. Budget categories include graduate student stipends and fringe benefits, travel, equipment, supplies and materials, and appropriate publication costs. An Excel spreadsheet may be attached.

11. Current Academic Vita. Include previous research experience and publications.

12. Acknowledgement of requirements: *I understand that if my application is successful, I am required to provide a detailed written report and a .pdf poster on work accomplished in my project no later than June 26, 2020.* Include signature of applicant and date.

Requirements for Funded Projects

Grant recipients are required to submit the following by **Friday, June 25, 2021**:

- A final written report, to include:
  a) Project title
  b) Project objective(s)
  c) Project description
  d) Project results
- A one-page poster describing the results of the project to be submitted as a .pdf file. This poster will be shared in a virtual poster session on the Sacramento State website.

Timeline

- October 16, 2020 – complete applications due to Office of Graduate Studies, Diversity Office (graddiversity@csus.edu) by 5pm. No late applications will be accepted.
- By Friday, November 13, 2020 – awards announced
- June 25, 2021 – report and .pdf poster due to Office of Graduate Studies, Diversity Office (graddiversity@csus.edu) by 3pm. **Copies should also be submitted to the department chair and college dean**