REQUEST FOR PROPOSALS

2006-07 Faculty Development Mini-Grants
Part I: Fall 2006 Awards

PROPOSALS DUE MARCH 13, 2006

Office of Faculty Development and Office of the Dean
California State University Channel Islands
facdev@csuci.edu

Overview of the 2006-07 Mini-Grant Program (Parts I and II)

Faculty are invited to request support for instructional innovation and research projects to be conducted during the 2006-07 academic year. These projects should benefit the University and students through advancing faculty efforts as teachers and scholars.

The purpose of the 2006-07 Faculty Development Mini-Grant program is to (a) assist untenured probationary faculty in teaching and research projects that help them meet the RTP criteria, or (b) support tenured Associate and Full professors in continuing to produce research and/or teaching projects, especially those that support innovations in teaching that incorporate international dimensions or web-based instruction and other technologies, (c) support innovations in teaching for the lecturer faculty. A second RFP will be issued early fall semester 2006 to invite support for spring semester projects conducted by newly-hired tenure-track faculty as well.

Faculty may request reassigned time for Fall 2006 or Spring 2007 (the equivalent of $6200 in funding, including benefits, for 3 WTUs), and/or up to $3,000 for other expenses (supplies, student assistants, equipment, travel, etc.). The reassigned time portion of this faculty development program will be available to tenure-track faculty only. Priority will be given to untenured faculty seeking to meet RTP criteria.

Interested faculty should submit a proposal that conforms to the Proposal Components section of this RFP. Only one proposal per faculty member will be accepted. Mini-grant proposals may include a team of faculty members.

Proposals are due by 5 pm March 13, 2006, submitted via email to the Office Faculty Development (*facdev@csuci.edu*), and to the Office of the Dean (callie.pettit@csuci.edu), with a copy to the relevant Program Chairs.

Proposal components, budget guidelines, and proposal review criteria are attached.

Proposal Components

Proposals (<u>no longer than three, single-spaced pages)</u> should contain the following sections:

I) <u>Goals and Anticipated Outcomes</u>

List the goals of the project and the anticipated outcomes <u>during the period of funding of the mini-grant</u>. If you list longer-term goals or anticipated outcomes that will extend beyond the duration of the mini-grant, clearly differentiate these from the goals and outcomes during the period of funding of the mini-grant.

Also in this section indicate how the goals and objectives are related to your assignments and responsibilities at CSUCI, and how they achieve the purposes of the 2006-07 Mini-Grant program. If you are a probationary faculty member and are seeking support for a project that will help you meet RTP criteria, explain how the project will do that (based on program or University criteria and standards and/or your annual RTP reviews).

II) <u>Plans and Procedures</u>

In this section, describe the processes by which you will achieve the goals and anticipated outcomes during the funding period of the mini-grant. Write your plans and procedures so that they are clear to a person who is not in your discipline, and explain how they lead to achieving the goals and outcomes of the project.   Your role, and that of any student assistants, must be clearly indicated in this section of the proposal with a workload that is consistent with the requested funding.

III) <u>Benefits of the Project</u>

This program is for <u>faculty professional development</u> mini-grants. Explain how your project addresses aspects of your Professional Development Plan or contributes to your growth and success as a teacher/scholar.   For example, the project may help you
- to examine, develop, and test a new approach to teaching
- to present work to disciplinary peers and receive constructive feedback
- to enhance your writing skills and publish reports of your work
- to secure research results that will lead to research funding
- to examine, develop, and test new creative techniques
- to investigate the impact of a course or of your instruction
- to research an area related to your scholarship

Explain also the impact of your proposed project on others, showing how the campus, regional, national, and/or international community may benefit.

IV) Plans for Dissemination of the Project Results

Explain how you will share the results of your proposed project. All projects must have some form of dissemination appropriate to the proposal. In some cases, dissemination may involve a written report to the Dean, Program Chair, and Director of Faculty Development while for other projects, a presentation at a conference, publication of an article, submission of a proposal for extramural funding, or exhibit of creative work may be appropriate.

V) Timeline for the Project

Present your proposed project in the form of a timeline, outlining your plan of what work will be conducted, by whom, and at what stage during the funding period of the mini-grant. If your project will extend beyond the funding period of the mini-grant, clearly indicate what portion of the work will be accomplished during the funding period. The amount of work proposed to be performed during the mini-grant funding period should be realistic considering other responsibilities of the individual(s) who will be working on the project.

VI) Budget Narrative and Justification

Prepare an itemized budget that lists as precisely as possible all project expenditures. If you have more than one source of funding (other campus funds or extramural funds, for example), indicate what those funds cover(ed) and what expenses you are requesting be supported by this Mini-Grant. Attach to this a budget narrative that shows how the requested funds will allow the project to be achieved during the period of the 2006-07 Mini-Grant and how the requested funding is appropriate considering the nature of the proposed work. See the section that follows on **What to Consider in a Mini-Grant Budget**.

Institutional Review Board Approval

If your project involves research on human subjects (including students in classes you teach), your proposal should be submitted to the Institutional Review Board (IRB) on or before **March 13, 2006**. Information about the IRB approval process can be obtained from the Office of Research and Sponsored Projects; contact Barbara Thorpe (Barbara.Thorpe@csuci.edu) or Amanda Quintero (Amanda.Quintero@csuci.edu) for more information about the IRB process.

Reporting requirements for funded projects

Brief reports summarizing accomplishments and itemizing project expenditures are due to the Director of Faculty Development, with copies sent to the relevant Program Chair(s) and Dean, no later than **June 30, 2007.**

Special requirement for on-going projects

Faculty requesting funding to continue projects begun with prior campus support, such as earlier faculty development grants, should include a paragraph summarizing results from the previous work.

What to Consider in a Mini-Grant Budget

Reassigned Time. Indicate how many units of reassigned time you are requesting (up to 3 units). Reassigned time can be requested for either the Fall 2006 or Spring 2007 semester. Reassigned time for lecturers is not supported by the mini-grant program and must, instead, be negotiated with the lecturer's Chair as part the annual or semester contract.

Other Expenses. The maximum funding available for the Other Expenses portion of a mini-grant is $3,000. Because program resources are state funds available the 2006-07 fiscal year only, awards *must be spent by June 30, 2007.* Equipment and supplies must be *requisitioned and encumbered well in advance of that, likely by mid or late April 2007.* Other Expenses include:

1. **Equipment**. Equipment (including computer hardware) that is essential to the project can be purchased *via requisition*. The total should include 8% state sales tax, shipping and handling, and costs for maintenance agreements, if required. Equipment purchased with these funds is *the property of CSU Channel Islands and must be made available for others to use*. Faculty should review the listing of campus equipment available for individuals to use before requesting equipment. When requested equipment is already available on campus, this portion of a mini-grant will be cut from the budget. In some cases, the equipment may be available but has limitations for its use that should be clearly indicated in the proposal.

2. **Supplies and services.** Supplies and services include requisitioned items such as software and publications, cartridges and chemicals, film and batteries, paints and page charges. Budgets must include funds for sales tax and for shipping and handling charges. Books purchased on a Mini-Grant become the property of the CSU Channel Islands Library.

3. **Travel expenses for faculty.** Travel expenses (transportation, lodging, and meals) must be shown to be integral to the success of the project. Mini-Grant funding is not intended to extend or supplement travel funds provided for tenure-track faculty, and tenure-track faculty must provide a statement in the proposal that indicates how the already-allocated program travel funds will be expended. The amount of reimbursement is limited to the *per diem* rates established by the state.

4. **Student assistants**. Students can be paid an hourly wage for their assistance with the project, but they must be hired as regular student assistants, following campus

procedures. Students can work no more than 20 hours per week when classes are in session. In planning a project, faculty should recognize that having student assistants involves a significant supervisory and bookkeeping responsibility for the project director. Faculty Affairs can provide additional information on wages, classifications, and other matters related to planning a project that will involve student assistant employees. The student assistant classification and rate of pay should be clearly indicated in the budget for a mini-grant proposal.

Proposal Review Process

The proposals will be evaluated anonymously by at least three faculty members, one of which will be in the general disciplinary area of the Applicant. Members of the Faculty Development Advisory Committee who have not submitted Mini-Grant proposals during this funding cycle, and members of the faculty at-large will serve as reviewers. Reviewers will rate proposals independently using the Mini-Grant Proposal Evaluation Form (provided at the end of this RFP

2006-07 MINI-GRANT PROPOSAL EVALUATION FORM

Proposal Evaluation: Proposals will be evaluated based on individual sections of the proposal using the following criteria.

1. Goals and Anticipated Outcomes

The goals of the proposal are well-defined.	☐ Persuasively articulated ☐ Articulated ☐ Vaguely described ☐ Not evident
The anticipated outcomes are consistent with the goals.	☐ Persuasively articulated ☐ Articulated ☐ Vaguely described ☐ Not evident
The proposal delineates how the project will help the faculty member(s) succeed in the RTP process, or it articulates an instructional improvement project with research to evaluate the effect.	☐ Persuasively articulated ☐ Articulated ☐ Vaguely described ☐ Not evident

2. Plans and Procedures

The plans and procedures for achieving the goals are clear and well-developed	☐ Persuasively articulated ☐ Articulated ☐ Vaguely described ☐ Not evident
The plans and procedures are appropriate for the anticipated outcomes	☐ Persuasively articulated ☐ Articulated ☐ Vaguely described ☐ Not evident
The plans and procedures describe the activities of the investigator(s) and any student assistants.	☐ Persuasively articulated ☐ Articulated ☐ Vaguely described ☐ Not evident

3. Professional Development Benefits for the Participants and the University, Regional, National, and/or International Community	
The proposal makes explicit the professional development benefits to the investigator(s)	☐Persuasively articulated ☐Articulated ☐Vaguely described ☐Not evident
The proposal helps faculty examine and promote instructional effectiveness, innovation, scholarly pursuits, and/or creative activities that will inform their teaching.	☐Persuasively articulated ☐Articulated ☐Vaguely described ☐Not evident
The project describes the benefits to the campus or local community	☐Persuasively articulated ☐Articulated ☐Vaguely described ☐Not evident

4. Plans for Dissemination of the Project Results	
The proposal clearly identifies how the outcomes of the work will be disseminated and to whom	☐Persuasively articulated ☐Articulated ☐Vaguely described ☐Not evident
The level of dissemination is appropriate for the goals and anticipated outcomes	☐Persuasively articulated ☐Articulated ☐Vaguely described ☐Not evident

5. Timeline for the Project	
The activities are attainable within the timeline of the proposal	☐Persuasively articulated ☐Articulated ☐Vaguely described ☐Not evident
The work to be conducted during the funded period is clearly outlined	☐Persuasively articulated ☐Articulated ☐Vaguely described ☐Not evident

6. Budget Narrative and Justification	
The budget justifies the amount requested based on the goals of the project	☐Persuasively articulated ☐Articulated ☐Vaguely described ☐Not evident
The budget request is appropriate and reasonable based on the goals of the project	☐Persuasively articulated ☐Articulated ☐Vaguely described ☐Not evident