The goal of the Research, Scholarship, and Creative Activity Program (RSCAP) is to support faculty and graduate and undergraduate student engagement in research, scholarship, and creative activities, furthering the mission of the University. All Unit 3 faculty may compete for funding, including Instructional Faculty, Librarians, Coaches, and Counselors. Funding may be awarded to support either a **Mini-grant** or **Fellowship** as described below.

The Faculty Subcommittee on Sponsored Programs (FSSP) is responsible for evaluating the Mini-grant and Fellowship proposals and making funding recommendations to the Provost and Executive Vice President for Academic Affairs through the Associate Vice President for Research and Sponsored Programs.

**HIGHLIGHTS FOR THE 2019-2020 RSCAP PROGRAM**

Each year the Chancellor’s Office allocates a proportionate amount of funding to SSU for Research, Scholarship, and Creative Activities (RSCA) at each Cal State University. This year the amount allocated to SSU is $50,000. In an effort to build more support and incentives for faculty RSCA, the Provost has allocated an additional $120,000 to the program this funding cycle, bringing the total amount available for RSCA in 2019-20 to approximately $170,000. Of the $120,000 Provost RSCA funds, a minimum of $50,000 will be set aside to support impactful Mini-grant proposals that include graduate and undergraduate students. The Fellowship program now includes two options. All faculty are eligible for a $5,000 summer stipend. $29,000 of the Provost RSCA funds are allocated to provide tenured/tenure track faculty with a 3 wtu course buyout in Fall or Spring instead of the summer stipend to complete the proposed task.

**RSCAP MINI-GRANT PROGRAM OVERVIEW**

**Mini-grant Program:** The purpose of this program is to assist faculty in their efforts to collect data needed for external proposals, to remain current in their discipline, pursue new ways to enrich undergraduate and graduate student learning, and contribute to knowledge that will strengthen Sonoma State University. This program also emphasizes the importance of encouraging and supporting faculty seeking tenure or promotion.

Additional funding for the FY19/20 Mini-grant cycle has been requested of the Instructionally Related Activities (IRA) Program for Student Assistant Supplements. These supplements, funded by student fees administered by the Fee Advisory Committee, may be available for the purpose of involving paid Student Assistants in Mini-grant projects. Include a request for student wages as applicable to your proposal.
Mini-grant funding may be requested for one or more of the following activities:

- Basic or applied research (e.g., literature or archival search, data collection, data analysis), which could support the future preparation of an external grant proposal or final publication.
- Acquisition of materials or supplies in support of creative projects (e.g., exhibit, artistic performance, development of new creative techniques).
- Other scholarly activities in the applicant's field.
- Undergraduate and graduate student salaries to work on your research; student travel to present the research.
- Support travel and equipment expenses if they are integral to the proposed work and the primary purpose of the travel is to collect data or do scholarly research.

Mini-grant funding may not be requested for the following:

- Fulfillment of the requirements for an advanced degree.
- Activities designed mainly for department or school programs or facilities.
- Curriculum development (except as part of a project involving research, scholarship or creative activity).
- Faculty assigned time or faculty stipends.
- Meeting refreshments/hospitality.
- Attendance at workshops or seminars focusing on the development of grant-writing skills.
- Faculty travel to present and/or attend professional meetings.

I. RSCAP FELLOWSHIP PROGRAM OVERVIEW

Fellowship Program: The purpose of this program is to assist faculty with their efforts to disseminate scholarly activities through a variety of media and venues and/or to prepare and submit grant and other external funding requests. There are two funding options: $5,000 summer stipend (Option A) OR a 3 wtu course buyout (Option B). Funds from this competition (either Option A or B) will be used to complete one of the following specific tasks:

- Prepare a research, scholarly or creative activity for publication submission by Spring 2020.
- Prepare an external grant proposal for submission by Spring 2020.
- Prepare for a publically reviewed conference, exhibition, performance, or creative activity.

**Funding Option A ($5,000 Summer stipend): All Unit 3 faculty members are eligible**
Covers the equivalent of a 2 to 3 week work period for the proposed task, which should be completed during the summer between May 27, 2019 and August 16, 2019.

**Funding Option B (3 wtu course buyout): Only tenured/tenure track faculty members are eligible**
Provides tenured/tenure track faculty member with a 3 wtu course buyout for Fall 2019 or Spring 2020 for the proposed task. It is important to discuss this option with your department chair and/or dean, and to receive approval from them. Up to 5 Fellowship applications requesting the 3 wtu buyout will be awarded based upon proposal ranking (see review criteria). If an application is judged to have sufficient merit to be funded, but not ranked high enough to receive a 3 wtu course buyout, the committee may offer the applicant the $5,000 summer stipend instead of the course buyout.
II. IMPORTANT DATES AND DEADLINES

Refer to the table below for important dates and deadlines:

<table>
<thead>
<tr>
<th>Request for Proposals Issued</th>
<th>Funding Year 2019/20 Mini-grant</th>
<th>Funding Year 2019/20 Fellowship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/26/2018</td>
<td>11/26/2018</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>02/01/2019 4:30 PM</td>
<td>02/01/2019 4:30 PM</td>
</tr>
<tr>
<td>Applicant Notification</td>
<td>03/01/2019</td>
<td>03/01/2019</td>
</tr>
<tr>
<td>Funding Period</td>
<td>05/27/2019– 05/21/2020 (no extensions)</td>
<td>For summer stipend: 05/27/2019– 08/16/2019</td>
</tr>
<tr>
<td></td>
<td>For Fall 2019 or Spring 2020 course release: 05/27/2019– 05/21/2020 (no extensions)</td>
<td></td>
</tr>
<tr>
<td>Final Report Due</td>
<td>05/21/2020</td>
<td>05/21/2020</td>
</tr>
</tbody>
</table>

III. FUNDING LEVELS

Total funding available for FY 19/20: Approximately $120,000 from the Provost, $50,000 from the Chancellor’s Office and $10,000 from IRA Funds (if approved). The system-wide allocation will be distributed between Mini-grant and Fellowships based on the number of meritorious proposals received in each category. IRA funds will be devoted to supporting students as part of the Mini-grant program. A minimum of $50,000 of the Provost RSCAP funds will be set aside to support impactful proposals that include graduate and undergraduate students.

Amount of individual awards:
- **Mini-grants** Up to a maximum of $6,000 may be requested for proposals that include graduate and undergraduate student researchers. Up to a maximum of $4,000 may be requested for proposals that **do not** include graduate and undergraduate student researchers.
- **Fellowships** $5,000 stipend (subject to normal tax withholding) per fellowship OR 3 wtu buyout at the replacement rate of $1,927/unit.
IV. ELIGIBILITY AND RESTRICTIONS

Eligibility:

- Faculty defined as members of Unit 3 (includes bargaining unit members who are full-time faculty unit employees, part-time and reduced-time faculty unit employees, probationary faculty unit employees, tenured faculty unit employees, temporary faculty unit employees, coaching faculty unit employees, counselor faculty unit employees, and library faculty unit employees).
- All eligible faculty are encouraged to apply. With proposals of equal merit according to set criteria in Section VII, preference may be given first to tenure-track faculty, then tenured seeking promotion.
- Faculty on sabbatical or authorized leave if research/creative activity is pertinent to sabbatical/leave. Faculty on sabbatical that request a 3 wtu buyout will receive the stipend.
- Prior mini-grant/summer fellowship recipients are eligible; however, applicants must describe how work in the current proposal differs from that previously funded. Priority may be given to previously unfunded applicants (from either the Mini-grant or Fellowship Programs) with proposals of equal merit.

Restrictions:

- Applicants are **not** eligible to receive both a Mini-grant and a Fellowship in the same funding cycle.
- Only one Mini-grant or one Fellowship proposal per applicant will be considered during this cycle.
- Only tenured/tenure track faculty are eligible for the Fellowship 3 wtu buyout option
- This award cannot conflict with other Unit 3 employment (i.e., 125% rule).
- Only one faculty member may be identified as the Project Director for a proposed project.
- For Fellowships, it is expected that recipients will devote the time provided by the awards to the work outlined in their proposals.
- Any funding for travel is subject to university travel policies (including travel restrictions). Review travel information and policies at https://web.sonoma.edu/seawolfservices/travel/

V. PROPOSAL PREPARATION GUIDELINES

Applicants are encouraged to consult with their FSSP School Representative and the Office of Research and Sponsored Programs (ORSP) concerning project eligibility, grant writing education resources, and proposal development. Successful narratives for each school can be found on the ORSP website (http://web.sonoma.edu/orsp/funding/internal.html).

FSSP School Representatives:

- Arts and Humanities: Emily Clark, Modern Languages, emily.clark@sonoma.edu, x42436
- Business and Economics: Astha Sen, Economics, sen@sonoma.edu, x43197
- Education: Ed Lyon, Curriculum Studies and Secondary Education, lyone@sonoma.edu, x43002
- Science and Technology: Carmen Works, Chemistry, works@sonoma.edu, x43084
- Social Sciences: Benjamin Smith, Human Development, smithbe@sonoma.edu, x42181
- Library: Mary Wegmann, mary.wegmann@sonoma.edu, x43983
Proposal Contents and Format: Your proposal must follow the guidelines below, including sequence and page limits. Your narrative should be clear and jargon-free so that reviewers outside your field (the review committee consists of the FSSP representatives listed above) can understand your proposal. You should write for an educated, non-specialist audience. Each portion of your proposal should be uploaded to the proper section of your online InfoReady application.

1. Application Cover Sheet: Fill out the top half of the form. The information requested about prior and future potential funding does not determine an applicant's eligibility, but is helpful to the committee when trying to rank proposals of equal merit. We use this information in considering the value of the project for the project director, SSU students and the university, as well as the availability of needed resources and the likelihood of successful completion. Obtain the signature of your Department Chair and School Dean (and the Director of Information Technology if your proposal involves the purchase of such technology or the significant use of university technology facilities and services).

2. Narrative: Your narrative should cover the following three areas and may not exceed two single-spaced pages and should use 1" margins, 12-pt font.
   a. Objectives: Describe your specific anticipated outcomes for the Mini-grant or Fellowship proposal. In other words, what do you plan to accomplish with the Mini-grant or Fellowship if you receive it?
   b. Significance: Describe clearly (1) the significance within the field of the proposed project; (2) the significance of the project for your own professional development; and (3) how the project will benefit Sonoma State students and the University.
   c. Results from previous RSCA funding: If you have previously received funding for this project from internal (e.g., RSCAP, SOURCE) or external sources, list the sources, their funding amounts and briefly summarize the outcomes (e.g., data collected, presentations, creative activities). Explain how further funding would benefit this project.
   d. Plan of Work: Describe in detail the activities you propose to undertake to reach your Mini-Grant or Fellowship objectives. Include the steps you will take and in what order they will occur to accomplish your project goals. Describe how you will obtain needed data, materials, equipment, or facilities, if significant. Include a time schedule. For Mini-grants, if you are proposing travel or equipment purchases or payments to external consultants, justify these expenses clearly and attach a résumé or vita of the consultant.
   e. Student Involvement: Describe how student(s) will be involved in your project, if applicable.

3. Qualifications of the Project Director (use Qualifications Form—may not exceed two single-spaced pages, 1" margins and 12-pt font): List your relevant education, professional experience,
community engagement, and courses taught at SSU and scholarship related to this proposal. Note: These qualifications serve as a summary of your CV.

4. **Budget Form (for Mini-grants only):** Itemize all expenses on the form. Your narrative describing the proposed Plan of Work should provide a clear rationale for the items and amounts in your budget. Add explanatory notes on the budget form, as needed, to justify the student pay rate. Inadequately justified items will not be funded.

Funds may be requested for such items as graduate and undergraduate student research assistants, materials and supplies, copy charges, data collection and analysis costs, and other justified items.

If funds for graduate and undergraduate student assistants are included in your budget, list the total number of students involved and the proposed pay rate or rates. Please note that the rate of graduate and undergraduate student pay should be set based on the difficulty of the work to be performed. Please refer to the following documents for salary information:

- Undergraduate students: [http://www.sonoma.edu/hr/files/es/assistants/sa_guidelines_for_aa.pdf](http://www.sonoma.edu/hr/files/es/assistants/sa_guidelines_for_aa.pdf)

Travel and equipment are fundable only if they are integral to the proposed work, are fully justified, and only if the primary purpose of the travel is to collect data or do scholarly research (travel to present at or attend professional meetings will not be supported through this program). Equipment purchased under this grant will become the property of the university at the end of the project period.

Funds may not be used for faculty stipends or assigned time. If you propose to hire an external consultant through the Mini-grant, attach the consultant’s resumé or vita, justification for the consultant, and the proposed cost. The issuance of an award does not guarantee that funds may be spent as requested in the budget. All expenditures must conform to standard SSU business practices and be approved by ORSP.

### Proposal Submission

Applications must be submitted through the SSU InfoReady portal at [https://sonoma.infoready4.com/](https://sonoma.infoready4.com/). To enter the portal you must first log-in using your SSU LDAP credentials.

### VI. CRITERIA FOR REVIEW OF RSCAP MINI-GRANTS AND FELLOWSHIP

FSSP will consider the following criteria when evaluating your proposal:

**Objectives and Significance:**

- Clarity of objectives
- Significance of the project
• Value of project for the Project Director
• Potential to benefit SSU graduate and undergraduate students and the University

Plan of Work:
• Clarity of plan and time schedule
• Appropriateness to objectives
• Availability of needed resources
• Likelihood of successful completion
• Participation of students in the project, if applicable

Qualifications:
• Ability of the Project Director to complete the project
• Demonstration of successful performance on previous projects

Budget (Mini-grant only):
• Clear itemization
• Justification of expenses
• Cost-effectiveness

VII. GRANTEE OBLIGATIONS

• Grantees engaging in research involving the use of human subjects must review SSU’s policy on the Use of Human Subjects in Research and submit a protocol to SSU’s Institutional Review Board (IRB) describing the proposed research or activity involving human subjects. Contact ORSP at x43972 for assistance.

• Grantees engaging in research involving the use of animal subjects must review the SSU Animal Care and Use policy (http://www.sonoma.edu/uaffairs/policies/animalcare.htm) and submit a protocol to the SSU Institutional Animal Care and Use Committee (IACUC) describing the proposed research or activity involving animal subjects prior to the start of the grant activity. Contact Dr. Daniel Crocker at x42995 for assistance.

• ORSP acts as the post-award administrator for Mini-grants. Before expending funds grantees must clear expenditures with ORSP to ensure compliance with guidelines and University policies. All purchases and student employee hiring will be handled within schools or departments. Deans shall designate the process for their schools and this will be communicated when the award funding is transferred. Support for all processes will be provided as needed by ORSP.

• Grantees are expected to participate in the Faculty and Graduate Student Research Symposium. A 50-100 word abstract will be requested for the program. The spirit of the Symposium is intended to be one of faculty sharing work with their colleagues, and presentations on work at all stages of completion are welcome.

• Grantees will be required to provide a final written report on outcomes to ORSP by May 21, 2020. Final reporting will be conducted through the SSU InfoReady portal at https://sonoma.infoready4.com/.

• If your project included preparation of an external grant application, a copy of that application will also be required.

• Failure to submit a final outcome report by May 21, 2020 will result in ineligibility for future RSCAP awards.