

# Preparing your RSCA Faculty Mini-Grant Proposal

**Research, Innovation, & Economic Development**



# Agenda

- Eligibility
- Time management
- Using an Elevator talk to write your summary
- Plan your scope of work
- Write your narrative
- Prepare your budget
- Final details

Thanks: Leslie Ponciano from the Chancellor's Office

- **Eligibility**

All members of Unit 3 - Faculty, Librarians, Coaches, and Counselors

You cannot have had a RSCA Mini-grant in the last 3 funding cycles.

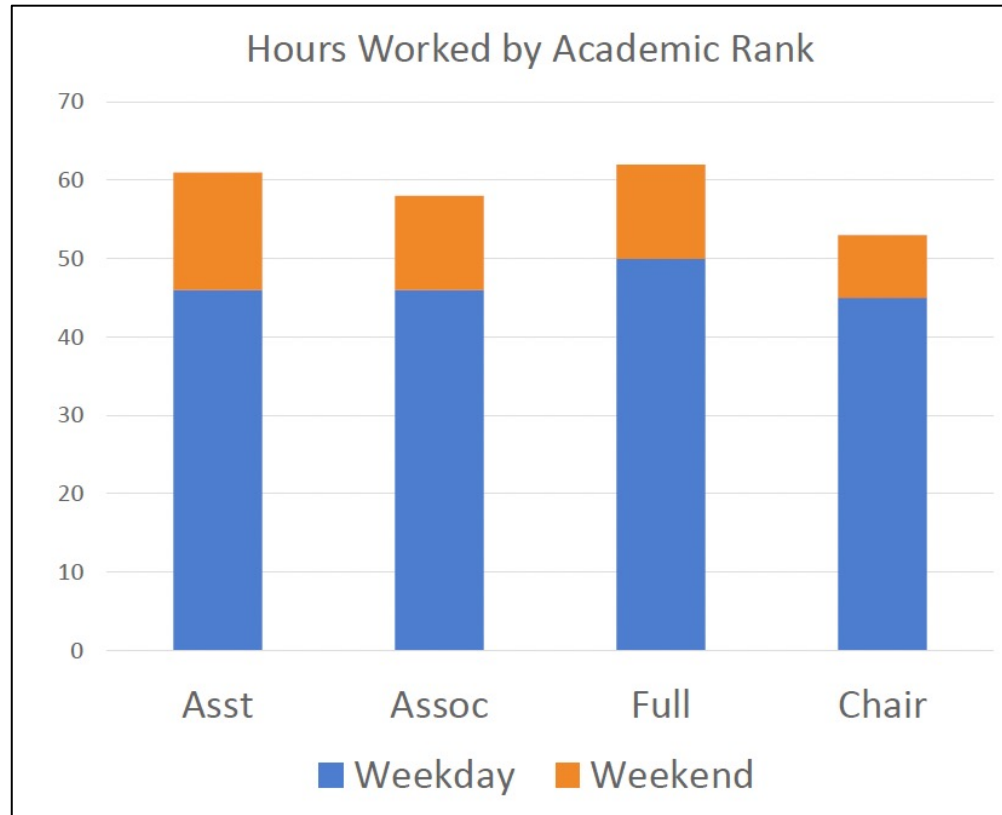
Late applications not accepted.

Deadline is February 5.

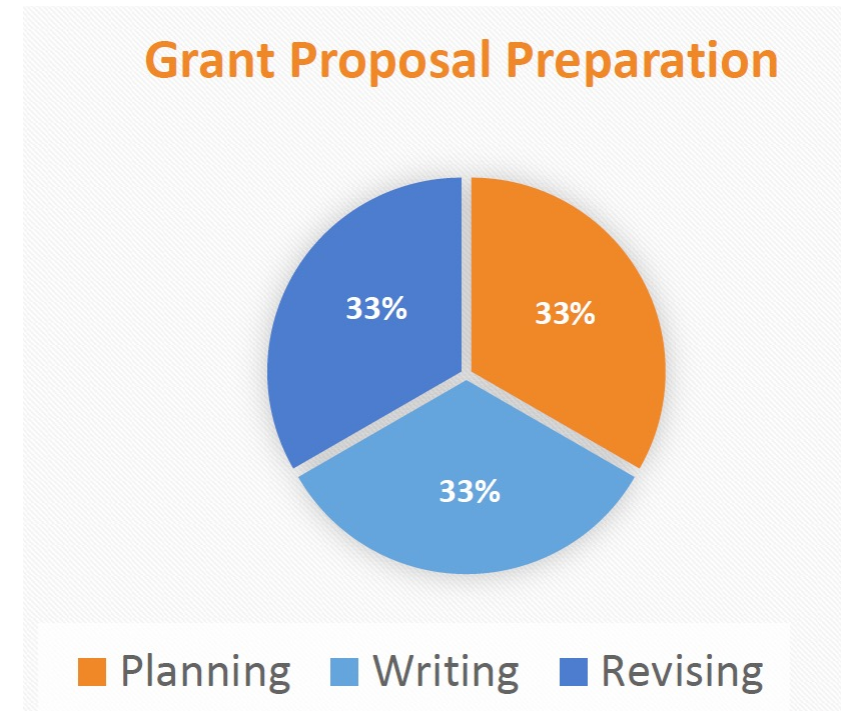
- **Time management**

You don't have a lot of time!

Start early and give yourself time to create a compelling proposal



There's more to crafting a good grant proposal than writing...



- Using an Elevator talk to write your summary

Can you describe your entire research program in a sentence or two?

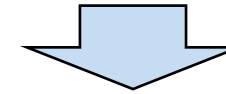
Find your compelling story



Give it a try!

Create a one-minute story that describes your RSCA project

Compelling one-minute story



Summary: get your reader excited!

Non-technical, only strengths  
Accessible to anyone

- **Plan your scope of work**

What do you hope to do with the funding?

Simple: In summer, travel to Univ. of Pennsylvania to examine their special collection on XXXX for a publication

More complex:

- In summer, travel to a field site to collect a specific plant species
- In fall, extract DNA, amplify a specific gene, and send the amplified gene to a facility for DNA sequencing
- In spring, compare the DNA sequences to estimate genetic diversity in the population.

As you work on the scope of work, make sure that your abstract still fits the project. Revise if necessary.

The scope of work will form the basis for part of your narrative and is a planning tool.

- **Write your narrative**

Your goal:

- Create a compelling description of your research
- Include:
  - Background and significance
  - Objectives and rationale
  - Methods and design for achieving the objectives
  - Timeline
  - Expected outcomes
  - A statement about potential connections to instructional duties
  - A statement about potential for obtaining external funding in the future.
- Note: If students are involved, be sure to explain how their involvement benefits them, furthers the faculty member's scholarship, and is consistent with the Teacher-Scholar model.

Details:

- 5 pages maximum
- single spaced
- 1" margins
- Arial or Times New Roman 12 pt font

Necessities:

- Accessible to a General Audience!!!  
A member of your college will not review your proposal.
- No jargon

Combine your 5-page narrative with your 2-page CV into one PDF, narrative first.

- Prepare your budget

1. Requesting support only for yourself - you can choose either:

- 3 WTU for a 1-course reassignment

- If you choose this option, you cannot request anything else. Your budget will be \$6,750.
- You must have approval from your chair because they may need to find a lecturer to teach in your place.

or:

- up to \$5,000 for summer stipend, or for other approved costs, or for a combination of a partial stipend and other approved costs. Your budget will be up to \$5,000.

- Other costs:

- Travel
- Supplies, consumables, services, computer hardware and software
- Printing/Publishing
- Other Faculty



- Prepare your budget

2. Requesting support students (either undergrads or grad students):

- Maximum request total request increases to \$10,000
  - you can request the following for your involved students:
    - Salary
    - Travel (consult the CPP travel website)
    - Supplies, consumables
- How much can you budget for students? If your support is:
  - 3 WTU (\$6,750), you can request up to \$3,250 for students.
  - \$5,000 for your summer stipend and/or supplies, you can request up to \$5,000 for students.
    - No more than \$5,000 for students
    - The student portion is now included with your support as a single request
- Write your budget justification (called Budget Information on InfoReady): 1 page max (not necessary if you are requesting just summer stipend or just 3 WTU)

## Budget examples:

- a) Q: I want to spend \$2,000 on research supplies, how much can I budget for a summer stipend? A: You can budget \$3,000 on your summer stipend (the total must not exceed \$5,000).
- b) Q: If I want to use \$4,000 to support student work on my project, how much can I budget for a summer stipend for myself? A: You may budget up to \$5,000 for the summer stipend.
- c) Q: I want to take 3 WTU of reassigned time in the fall or spring of 2023-24, can I budget any funds on supplies? A: No, if you are working without students. However, if you have students involved, you may budget up to an additional \$3,250 to support the students' work (totaling \$10,000).
- d) Q: Can I budget \$10,000 to support the students working on my project? A: No, you may only budget up to \$5,000 to support students, but if you are taking 3 WTU of reassigned time, you may only budget \$3,250 for student support. Remember that your budget must have support for you.

- **Final details**

## **Filling in the Form Fields on InfoReady**

### **Criteria**

#### The Project (60%)

- a) significance of scholarly/artistic goals/objectives and expected outcomes (including publications, performances, exhibitions, or curricular materials with significance beyond the home department) (15%)
- b) feasibility of activities proposed during the period of the award (including procedures for attaining goals/objectives and timeline) (15%)
- c) priority will be given to initiation of new projects rather than completion of older projects (15%)
- d) potential connection to instructional duties (student involvement, relevance to courses taught) (10%)
- e) potential for future external funding (5%)

#### The Proposer (30%)

- a) proposer has qualifications necessary to execute proposed plan (15%)
- b) proposer is a probationary, tenure track faculty member at critical stages of their career, during which research support is essential or is a tenured faculty member with a new project (15%)

#### Resources (10%)

- a) reasonableness of resources requested (justify budget and/or time requests) (10%)

## Help is Available

- Successful former RSCA applications available in the Office of Research for review (they must stay in the office)
- Contact the Office of Research with your queries.

Questions??