

I. RSCA 2024 Mini-Grant General Information

PLEASE NOTE: Your proposal will **not** be reviewed by a member of your own college. This means it is an absolute necessity to make your proposal understandable to a broad audience. Avoid jargon and make it accessible to any faculty member at CPP. Also, there will be no separate student supplement. If you plan to involve students, it will be included in your main proposal. You may request a 1-course reassignment (3 WTU) to be used during the 2024-2025 academic year instead of a summer stipend. This year, you will need to submit your current and pending support.

Funding for RSCA is provided by Chancellor's Office to support faculty scholarship.

Each faculty Mini-Grant may request up to a maximum of \$5,000 for research expenses and/or a summer stipend. Instead of summer support, up to three WTU of reassigned time may be requested (totaling \$6,750). With student involvement, a maximum of \$10,000 can be requested.

Applications must be submitted electronically by the **deadline of midnight, February 4, 2024** through the InfoReady 4 website: <https://cpp.infoready4.com/>

Reach out to our office with questions early to ensure you will meet the submission deadline. We cannot accept proposals or allow changes after the deadline.

Please notify your Chair and Dean via email that you are submitting a RSCA proposal and obtain their approval for any reassigned time, but no evaluation letters are required from the Chair and the Dean.

Late applications will not be accepted.

All members of Unit 3 - Faculty, Librarians, Coaches, and Counselors are eligible to compete for funding from this program. Projects funded in the past include support for research studies, writing scholarly papers based on past work, writing textbooks or monographs, travel to archives, pilot studies, completing book proposals and studies of pedagogy.

Proposals must follow the required format described in this document. Proposals that do not contain the required information will not be considered. If funding is awarded, all expenditures must be completed by **October 12, 2025**, and a final report must be filed in InfoReady no later than November 11, 2025. This will allow our office to meet the report filing deadlines for the Chancellor's Office.

Proposals will be evaluated by the Council for Graduate and Faculty Scholarship (Research Council), a committee established by the Academic Senate and consisting of a representative from each college. To remove any conflict of interest, proposals will not be reviewed by a Council member from your college. In making final recommendations for funding, the Research Council will try to support a diversity of disciplines and applicants. Funding notices will be provided via email and through InfoReady.

RSCA awards are intended as one-time grants, not a sole or continuing source of support for a particular line of professional activity. Higher priority will be given to: (A) probationary, tenure track faculty at critical stages of their careers, during which research support is essential; and (B) tenured faculty with a new project. Faculty who received RSCA funding over the past three funding cycles are ineligible. If you received RSCA funding during the academic years 2021-22, 2022-23, or 2023-24, you are not eligible for funding this year.

Important considerations in the review of proposals are the potential for advancing the project at a critical point in its development and/or the potential of the proposed work to be completed during the time provided by these funds. Applications may involve more than one faculty member; however, only one person should be listed as Principal Investigator. Please note that if another faculty member is included, they must not have had RSCA funding over the past three cycles either.

Proposals not funded in the past included departmental curriculum development, student-focused projects such as developing student labs or exhibiting student projects, reimbursement of costs that were previously incurred for activities already conducted, development of certificate degree programs, department development or promotion such as publicity materials for departments, research or creative activities not directly related to one's duties at Cal Poly Pomona, incomplete proposals, and proposals not submitted by the deadline or not strictly adhering to guidelines. Funded proposals from past years are on file in the Office of Research and Sponsored Programs (Bldg. 1, Room 224). Feel free to visit the office to review these proposals. However, no copies can be made, and the proposals cannot leave the office. Please note that the merit of your proposal depends upon the pool of proposals that your proposal is competing with.

II. The following instructions will help you in entering information in InfoReady.

- A. Personal Details: All fields are required – please enter the information.
- B. Proposal Details: Title, Abstract, and Major Goals and Outcomes All fields are required.
- C. Proposal Start and End Dates: The dates should begin no earlier than summer 2024 and end no later than October 12, 2025.
- D. Budget: The maximum award amount is \$10,000 when the proposed work involves students. If the work does not include students, the PI may request 3 WTU for themselves for reassigned time (totaling \$6,750) or up to \$5,000 for summer support, for other approved costs, or for a combination of a partial stipend and other approved costs. Read further for detailed descriptions of allowable costs.
 1. *PI Support*: When requesting support for themselves, PIs may request either 3 WTU of reassigned time during one semester or up to \$5,000 for summer support, for other approved costs, or for a combination of a partial stipend and other approved costs.
 2. *Other Costs*:

- a) *Travel*. Please consult the [University Travel website](#) to determine what is possible, as the travel restrictions are ever-changing.
- b) *Projected Student Costs*. If undergraduate and/or graduate students are involved in the activity, these costs would be associated with their work and would be included in the student sections not to exceed either \$5,000 for all students involved (if the PI opts for the summer stipend and/or supplies) or \$3,250 (if the PI opts for 3 WTU of reassigned time during a semester). In this section, the student activity should be described. If student travel costs are requested, enter the information in those fields where appropriate. The number of students and costs are entered in the separate fields.
- c) *Supplies, consumables, services, computer hardware and software, and any other costs not entered in the fields above*. These should be entered in the "Projected Other Costs" section. These are costs associated with the PI, not the students, and they should not exceed \$5,000 minus the PI summer stipend amount (if the PI opts for a summer stipend). Please keep in mind:
 - (1) Computer hardware can be purchased, but the connection between the proposed scholarly activity and the hardware must be very strong.
 - (2) Computer software may be funded if it is essential to the research project and not available through a university license and meets ATI requirements.
- d) *Projected Printing/Publishing Costs*. Should there be costs associated with these items, please enter the total in the box provided. All printing must be done on-campus (Graphic Communication Services or Quick- Print only; no printing may be done off-campus). Printing at Graphics and Bronco Copy 'N Mail (Bronco Student Center) can be directly charged to a project account.
- e) *Other Faculty*. Should other collaborating CPP faculty be involved, the number of non-PI faculty and costs associated with them should be entered in the appropriate fields.

3. Budget FAQs:

- 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 2024-25, 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.

E. Intended Products The corresponding boxes need to be checked and described in the corresponding field.

F. Intended External Grant/Contract Funding Agencies Please enter the agencies to which subsequent funding proposals will be submitted.

G. Upload Files

1. *Project Narrative, CV, and Current and Pending Support*: Please upload a combined pdf containing the three components.

a. The narrative should be written for a GENERAL AUDIENCE: a member of your college will **not** review your proposal. The narrative can be no longer than five (5) single-spaced pages, using 1" margins, Arial or Times New Roman font, no smaller than 12 point. The main narrative should include the following information as appropriate:

- background and significance
- objectives and rationale
- how these objectives will be achieved; be specific
- 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.

b. A (maximum) two-page Curriculum Vitae addressing qualifications to perform the proposed project is required.

c. A list of your Current and Pending support from grants and contracts is required. Include the agency providing the support, the title of the project, the dollar amount of the support, the start and end dates of the support, and the agency award number.

Note: Create a single PDF of your Narrative, CV, and Current and Pending Support, and upload the file.

2. Detailed Budget Information

Please note that if you are requesting only a faculty summer stipend or 3 WTU or reassigned time, a budget is not necessary.

For proposals that include more than just a PI summer stipend or 3 WTU, a detailed budget justifying all expenses must be prepared and fit within one single-spaced page, using 1" margins, with Arial or Times New Roman font no smaller than 12 point.

III. Additional Considerations

A. Approval by appropriate on-campus review committees or offices: (a)

Animal Care & Use, (b) Protection of Human Subjects, (c) Radiation Safety, (d) Biohazards or Infectious Agents, (e) Select Agents or Toxins
Any research that involves the use of vertebrate animals, human subjects, radioactive materials, or any other compliance issue must be approved by the responsible campus committee(s) before any funding can be awarded. You may, however, submit your RSCA proposal without prior approval but remember that approval by the appropriate committee may require several months, so it is best to plan accordingly. Work that is being conducted off campus may also require approval from the appropriate external agency. If you have any questions about whether your project requires approval, please contact Maya Hernandez (mayah@cpp.edu) at the Research Compliance Office.

B. Reporting requirements

A final report must be submitted by the due date: November 11, 2025. The template for the final report will be available on the InfoReady site. RSCA award recipients who fail to submit a report will not be eligible to apply for future funding. For more information about the RSCA program, please contact the Office of Research, Innovation and Economic Development at cwlamunyon@cpp.edu.

C. Criteria for Evaluating Proposals for Support for Research, Scholarship, and Creative Activity

Proposals for support from this program will be evaluated by the Council for Graduate and Faculty Scholarship (Research Council), a committee elected through the Academic Senate. Evaluations will be based on the following criteria:

1. **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%)
2. **The Proposer (30%)**
 - a) proposer has qualifications necessary to execute proposed plan (15%)
 - b) proposer's project is critical to career advancement and to scholarly goals (15%)

3. **Resources** (10%)

- a) resources requested for this project are justified and critical to its completion (10%)