

2020-2021 Guidelines for Research, Scholarship and Creative Activity (RSCA) Awards

Introduction

The University Research and Grants Committee requests applications from faculty members for the annual competition for awards to support faculty research, scholarship and creative activity, interpreted broadly to mean the disciplined quest for broadening human understanding. This quest includes artistic creation and the study of moral values, as well as logical and empirical inquiry into any field appropriate to the functions of the University. Projects related to curriculum development will not be considered through this competition. Faculty are encouraged to use the activities and results from these awards to pursue external funding, if applicable, to broaden the scope of their research, scholarship and creative activities.

There will be two categories of awards: 1) mini-grant, not to exceed \$5,000 or 2) 3 units of reassigned time (to be utilized during the academic year). Mini-grants may be used for student assistants, materials and supplies, travel to conduct research, and/or equipment. Funds for the reassigned units (at replacement cost) will be transferred to your college. Proposals must adhere to the format described below. Incomplete, wrongly formatted, or late proposals will not be reviewed by the committee. **The deadline for submitting your application is 5 p.m. on Monday, February 24, 2020.**

Proposal Procedures

Format and Content

Applicants must complete and submit their applications at the InfoReady website, which is accessible via this link: <https://csun.infoready4.com/>. Sign in using your University Credentials (CSUN User ID and password).

For all uploaded documents, set the margins to 1 inch on all sides. Use either the typeface Arial, at 11-point font size, or Times New Roman, at 12-point font size. Please note spacing instructions for each section. NOTE: Late proposals and/or proposals that do not meet formatting guidelines will not be reviewed.

1. Abstract (completed in the InfoReady application form)

Provide an overview of the proposed project that: 1) provides background, 2) outlines the aims or outcomes and 3) describes the significance of the proposed project. This section is limited to 1,800 characters (including spaces).

2. Project Narrative (download form from InfoReady website – upload to application once completed)

The narrative section must not exceed **five double-spaced pages** (proposals containing single-spaced project narratives will not be considered). **When using software other than Microsoft Word, please format to ensure that your document has no more than 24 lines per page.**

Please note that it is often the case that committee members are not subject matter experts. Applications should, therefore, be written as clearly as possible, and avoid jargon or technical details that are unnecessarily specific. The narrative should be organized into sections with the following subheadings:

- a. Identification of the Problem. Include references to help contextualize the research/creative activity within the broader research/creative community.
- b. Aim or Expected Outcome.
- c. Research or Creative Process – For research projects, detailed descriptions of participants, context, data collection, and methods of analysis should be included. For creative projects, detailed descriptions of genre, form, medium, style, and context should be included. If

applicable, step-by-step details are preferred. For all projects, the faculty member should also outline their qualifications to carry out the proposed work.

- d. Potential Significance - Identify the potential, practical, theoretical, or creative value of the project. The value must be convincingly described. In addition to significance to the field, include educational impacts on students or nature of student involvement. If submitting an interdisciplinary proposal, provide justification.
 - e. Timeline - List major activities including key dates and approximate number of weeks needed for each activity. A final report must be submitted through the InfoReady portal at the end of the award year. Awardees will receive further instructions regarding the report requirements.
 - f. Plans for Dissemination - List specific plans for publication, exhibition/performance, or other dissemination of the results of the project.
 - g. Availability of Resources - Identify available equipment, space, etc. needed to accomplish the project.
3. **References Cited** – include the title of the work for each reference (**one page, single-spaced – upload to InfoReady application**)
 4. **Budget (completed in the InfoReady application form)**
For Mini-grant requests, provide the amount requested in each category and provide a budget narrative/justification in the space provided. If requesting funding for reassigned time, provide a justification for the time requested.
 5. **Supporting Information (completed in the InfoReady application form)**
 6. **Most recently submitted report from a previous Research, Scholarship and Creative Activity award (if applicable – upload to InfoReady application)**
 7. **Additional materials (if relevant - upload to InfoReady application - not to exceed three pages)**
Any items the applicant wishes the review committee to review, except additional narrative or references, may be submitted. Typical inclusions in this section might be charts, graphs, articles, clippings, reviews, samples of art or programs, letters of support, travel itineraries, or detailed budget information.
 8. **Curriculum Vitae (upload to InfoReady application - not to exceed two single-spaced pages)**
A curriculum vitae is required. Include terminal degree, current rank and position within the university, a summary of your professional experience, and identification of any background information and/or publications most relevant to your proposed project. The publications/creative activity list must include author(s), title, journal/magazine title or venue, and the date of publication/activity.

General Considerations in Applying to this Program

- Faculty should obtain all research protocols and approvals (e.g., human or animal subjects) prior to performing the work.
- Probationary faculty are strongly encouraged to apply.
- Interdisciplinary work is encouraged.
- Budget justification must be clearly articulated.
- Applicants who have received an award in the previous cycle must have a final report on file in the Research and Sponsored Programs office before applying for this grant.
- Mandatory final reports must be submitted through the InfoReady system. Details will be provided to awardees along with the award notification.
- Awards are subject to the availability of funds and will be dispersed once received from the Chancellor's Office.

Proposal Evaluation Criteria

Committee members will rank proposals based on the following criteria. Each area will be weighted in terms of its contribution to the proposal as indicated (percent). Please keep in mind that **the project should be written in such a fashion that it can be clearly understood by academics outside of the applicant's discipline.**

Significance and Broader Implications

1. Identification of the Problem (20%). The project, problem, or subject is clearly presented. The proposal includes references to help contextualize the research/creative activity within the broader research/creative community.
2. Aim or Expected Outcome (20%). The aims and/or outcomes are clearly defined, and realistic.
3. Research Method or Creative Process (20%). The research method or creative process is detailed, clearly stated, justified and appropriate to achieve the project goals. For research projects, detailed descriptions of participants, context, data collection, and methods of analysis are included. For creative projects, detailed descriptions of genre, form, medium, style, and context are included.
4. Potential Significance (20%). The potential, practical, theoretical, or creative value of the project is identified. The value is convincingly described. In addition to significance to the field, educational impacts on students or nature of student involvement are included. Advances the university, college, and/or department mission. If submitting an interdisciplinary proposal, justification is provided.

Prospects for Success

1. Timeline (5%). The timeline includes specific dates (phases or stages), if applicable, key activities that will occur for each date (phase or stage), as well as who will be involved in the processes. The timeline is realistic for the year of requested funding. Timeline also includes discussion of seeking approval for human subjects or animal research, if relevant.
2. Budget or Reassigned time (5%). The budget or reassigned time justification is clearly articulated and appropriate for scope of work. Please note that funds are required to be spent within 12 months of the start date of award.

Content and Format

1. Plans for Dissemination (5%). Has identified, by name, the particular journal, performance venue, conference, etc. that will be used to disseminate the results of the project.
2. Availability of Resources (5%). The researcher has specifically identified the various resources needed to successfully complete the project.

Checklist of Attachments

<u>Item</u>	<u>Maximum number of pages</u> (Type font must be either 11-pt Arial or 12-pt Times New Roman)
1. Narrative: a. Identification of the Problem b. Aim or expected outcome c. Research Method or Creative Process d. Potential significance e. Timeline f. Plans for dissemination g. Availability of resources	5 pages (double-spaced) Please utilize form that can be downloaded from the InfoReady website: https://csun.infoready4.com/
2. References	1 (single-spaced)
3. Most recently submitted report from a previous Research, Scholarship and Creative Activity award (if applicable)	2
4. Additional materials	3
5. Curriculum vitae	2 (single-spaced)

Please Note: Abstract, budget information and other supporting information should be entered directly into the InfoReady application form:

<https://csun.infoready4.com/>

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