INFORMATION

1. Purpose and Awards
Academic Affairs requests applications for the CSUN Probationary Faculty Support Program. This program provides funding for 3 units of reassigned time for Spring 2016 to assist probationary, tenure-track faculty in their first through fifth years in meeting the qualifications for retention, tenure, or promotion. Tenure-track faculty members who have not previously received awards under this program are particularly encouraged to apply. A total of 17 awards are available. Any questions may be directed to Faculty Development at facdev@csun.edu or ext. 5934.

2. Types of Projects Requested
The proposed project must meet one of the following objectives:
- to complete research the applicant has already initiated; or
- to initiate research and publication projects, including pedagogical research.

3. Application Requirements
A complete application includes one original of all of the following:
- a completed application cover sheet with all requisite signatures (see attached)
- a project narrative not exceeding five double-spaced pages in 12-point type
- the applicant’s curriculum vita (CV), not to exceed two pages
Incomplete applications will NOT be accepted. Abiding by the format requirements is strongly recommended to assure consideration.

4. Evaluation
A committee consisting of CSUN faculty from each of the eight colleges and the Oviatt Library will evaluate applications on the following criteria:
   a) Significance and Broader Implications:
      - Will the project make a significant contribution to the faculty member’s success?
      - Will the project make a significant contribution to the applicant’s field of study and/or the field of pedagogy?
      - Will the project benefit CSUN students’ learning?
   b) Prospects for Success:
      - Are sufficient resources available to the applicant to effectively conduct the project?
      - Is the methodology appropriate to achieve the expected outcome(s)?
      - Is the timeline realistic?
      - Does the project contain adequate dissemination plans?
      - Does the applicant’s submitted CV provide evidence of the applicant’s ability to conduct the project?
      - If the applicant has received previous support from the Probationary Faculty Support Program, did s/he utilize the award effectively? Did s/he complete the requisite report(s)?
   c) Presentation:
      - Is the problem, topic, or issue on which the project is based, and the need for the project, clearly presented?
      - Are the project’s outcomes clearly identified?
      - Are the format requirements met?
      - Is the application cover sheet complete, including requisite signatures?
5. **Requirements for Funded Projects**

Grant recipients are required to submit the following by **Friday, June 24, 2016**:

- A final written report, to include:
  a) Project title
  b) Project objective(s)
  c) Project description
  d) Project results
- A one-page poster describing the results of the project, to be submitted as a .pdf file. This will be shared in a virtual poster session on the Faculty Development website.

6. **Timeline**

- October 1, 2015 – complete applications due to Faculty Development by 4pm
- Early-November 2015 – awards announced
- June 24, 2016 – report and .pdf poster due to Faculty Development

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**APPLICATION GUIDELINES**

**Application Cover Sheet:**

The application cover sheet must be completed, with all requisite signatures, **prior to submission**. Please note that your department chair and college dean might not be available to review and sign your proposal on the day of the deadline, so please plan accordingly.

**Project Narrative:**

The narrative must be double-spaced, using an easily-read 12-point font, and must be no more than **five pages** in length. All proposals must respond to each of the following sections:

- **Title and Introduction**: Identify and describe the problem, topic, or issue on which the project is based, and the need for the project. The title should connote the essence of the proposal.
- **Purpose of the Project**: Identify the expected outcome(s) of the project.
- **Methodology**: Describe the research design, or creative approach/activity to be used.
- **Timeline**: List major activities and approximate number of weeks needed for each activity.
- **Significance**: Identify and describe how the project will contribute to the applicant’s success, the applicant’s field of study, and/or the field of pedagogy.
- **Impact on Instruction**: Describe potential benefits to teaching and learning of CSUN students offered by the project.
- **Dissemination**: Describe plans for publishing, exhibiting, or otherwise disseminating the results of the project.
- **Bibliographic references**: List only those references cited in the proposal. **NOTE:** Reference list does not count toward 5 page limit.

**Curriculum Vita (CV):**

A CV **not exceeding two pages** is required. In preparing this submitted CV, the applicant should provide evidence of his/her ability to complete the proposed project. Include terminal degree, current rank and position within the University, a summary of your professional experience, and any background information and/or scholarly work relevant to your proposed project. **NOTE:** previous recipients should note scholarly accomplishment(s) directly resulting from their supported project(s).

**Application Deadline:**

One original of complete application must be received by Faculty Development (University Hall 215/Mail Code 8203) no later than **4pm on Thursday, October 1, 2015**. Late applications will not be considered for funding.

**Please note that applications failing to meet these guidelines will not be accepted.**
Name: ___________________________________________ Rank/Title: ____________________

Department ________________________________ College ______________________________

Current year on CSUN tenure track (e.g. 2\textsuperscript{nd} year, 3\textsuperscript{rd} year, etc.) ____________

**Applicant Status:** Please check all that apply:

☐ I have submitted this same proposal to other on-campus competition(s). If so, please indicate competition(s). ________________________________

☐ I have \textbf{not} previously received an award from this program.

☐ I have received an award from this program in the past. Indicate year(s): ________

If so:

☐ I have submitted a final report(s) for all awards I have previously received from this program (if applicable).

**Objective (check one):**

☐ To complete publication of research already initiated.

☐ To initiate research and publication projects, including pedagogical research.

**NOTE:** Applications must follow all requirements provided in the attached RFP, or they will not be considered.

**APPLICATION DEADLINE:** Thursday, October 1, 2015, 4pm
Faculty Development, University Hall 215 (MC 8203)

*I understand that if my application is successful, I am required to provide a detailed written report and a .pdf poster on work accomplished in my project no later than June 26, 2015:*

Signature: ___________________________________________ Date

Signature of Applicant

.Approvals:

Signature of Applicant’s Department Chair Date

Signature of Applicant’s College Dean Date