

Request for Proposals: Campus Care Recovery Grant, Fall 2021

Sponsored by the Office of the President and the Office of the Provost in conjunction with the Campus Care Recovery Program (CCRP) Committee.

INSTITUTIONAL STATEMENT

CSUN is committed to promoting an environment supportive of the diverse wellbeing needs students, faculty, staff, administrators, and alumni constituents. The CSUN campus is dedicated to ensuring that the university community is part of the solution to the challenges that we face as a result of the Covid-19 pandemic. The Office of the Provost has established priority focus areas to consider promoting campus recovery during AY 2021-2022 with the desired outcomes of promoting student success and a culture of wellbeing at CSUN.

PRIORITIES

Equity-minded actions that amplify institutional impact in the following areas:

- Promoting student and employee success
- Trauma Informed Stewardship
- Promoting Mindfulness, Stress Management, Mental Health Support
- Facilitating Evidence-based Programming for Diet & Nutrition / Exercise & Fitness
- Building Community and Making Social Connections
- Advancing a Healthy Work/Life Integration

PURPOSE OF THE GRANT

As we work to recover from the Covid-19 Pandemic, the purpose of the wellbeing recovery grant is to support educational projects, scholarly research, creative activities and other programmatic initiatives that promote wellbeing and campus recovery efforts for the benefit of the CSUN community. The Grant is administered by an appointed CCRP commission in collaboration with the CCRP committee. The commission establishes the operating guidelines for the use of the monies awarded, develops procedures for implementing the guidelines, and selects grant recipients.

SUCCESSFUL PROPOSALS

Grants will be awarded on a competitive basis and proposals will be selected based on such criteria as the project's:

- Purpose and identification of its target audience;
- Expected outcomes and impact on students and/or the campus community, and potential for successful continuation past the grant period;
- Responsiveness to the Covid-19 pandemic;
- Anticipated benefits to underrepresented populations as it relates to the fulfillment of the CCRP purpose; Implementation plan and timeline;
- Dissemination and assessment;
- Line-item budget outlining the use of the funds;

Proposals should be written in plain language without technical jargon and include a literature review where appropriate. Please note that projects with potential for broad institutional impact will be given special consideration, and sustainable and replicable projects are particularly encouraged.

Examples of successful proposals may include the following:

- Programs that provide wellbeing and recovery support for members of campus community that are traditionally underrepresented.
- Scholarly research related to the program's key priority areas.
- Seminars or workshops on topics related to the program's key priority areas
- Creative efforts like performances, installations, or exhibits that illustrate key aspects of wellbeing and/or recovery needs.
- Wellbeing programs that support members of diverse populations in academic disciplines or university units in which they are traditionally underrepresented.

GRANT AWARDS

Funding Requests of all sizes are encouraged and will be considered. However, most awards will fall between \$5,000 and \$50,000.

Allowable costs include:

- funding for student employees (student employment must be processed through the Office of Human Resources following minimum wage guidelines);
- funds for student participants (these funds must be processed through the Office of Financial Aid);
- outside speakers or performers;
- printing costs and materials;

- Additional pay for faculty may be considered.

Unallowable costs include:

- reassigned time and summer salary
- funding to cover food or refreshment expenses associated with project activities.
- travel, office furniture, living and/or childcare expenses, laptops, computers, phones and/or other electronic equipment.

Funding is from HEERF – Higher Education Emergency Relief Fund and all expenses will be reviewed for HEERF eligibility.

ELIGIBLE RECIPIENTS

All current members of the CSUN community (full and part time faculty, staff (including current auxiliary employees and students) may apply for grants. Proposals with matching funds will be considered, and supplementing this grant is strongly encouraged.

SUBMISSION DEADLINE & IMPORTANT DATES

- Grant proposals must be emailed to wellbeinglab@csun.edu **no later than November 19, 2021 at 5pm**. Notification of decisions will be emailed on November 29th, 2021. Feedback will not be provided on proposals.
- Projects can begin once grant recipients have been notified. The program runs through May 2022. **Project award monies must be spent before the end of the fiscal year which is May 13, 2022**. No exceptions.
- Recipients must submit a **Final Report** via email to wellbeinglab@csun.edu after the conclusion of the project but no later than July 29, 2022. The Final Report should include how you have/or plan to disseminate the outcomes, findings, or research with the larger community, e.g., presentation at academic conference, publication in a peer-reviewed journal etc.

HOW TO APPLY

Please email your proposal to wellbeinglab@csun.edu as one PDF file or Word document. Proposals must contain all of the following:

1. A single-page Proposal Cover Sheet including a unique project title (please do not title your project 'Wellbeing Grant'), names of all contributors, Unit or Division and contact information. Proposal cover sheet must be signed by the appropriate Dean or Vice President.

2. A four-page (maximum), double-spaced 12 pt. font - 1 inch margins proposal containing the following information:
- Executive Summary;
 - Description of the project's implementation plan and timeline, discussing how you envision this project being carried out from beginning to end;
 - Description of project's dissemination and assessment;
 - Explanation of the project's purpose and identification of its target audience;
 - Discussion of the project's expected outcomes and impact on students and/or the campus community, and potential for successful continuation past the grant period;
 - Discussion on how this proposal is in response to the pandemic
 - Discussion of the anticipated benefits to underrepresented populations as it relates to the fulfillment of the Fund's purpose;
 - A detailed line-item budget outlining the use of the funds;

Please check with the Office of Budget, Planning and Management if you have questions concerning appropriate expenditures for tax-levy monies.

You will receive an email confirming receipt of your proposal. If you do not receive this email, please call David Boyns at 818-677-7715 or email at wellbeinglab@csun.edu.