

# MEMORANDUM

October 29, 2018

To: All Faculty, Deans, and Chairs

From: Kacie Flynn, HSU SPF Executive Director on behalf of the Sponsored Programs Foundation Incentives Committee

RE: Incentives Program for Research Grant Proposal's Development and Submittal

It is with great pleasure that the Sponsored Programs Foundation Board of Director's Incentives Committee announces the Solicitation for Incentives Proposals. Tenure track and tenured faculty from all disciplines are encouraged to apply and invited to submit an application for assigned time or summer salary.

In addition to time, the Office of Research will provide staff and resources for preparing a quality proposal. Awardees will work closely with a designated Pre-Award Specialist to develop a timeline, ensure all required elements are addressed, and finalize a high quality, well written and documented proposal. Awardees will meet periodically for updates, discussion of process, sharing of best practices, peer support and peer review activities.

Applicants who are new to the research world or who may need assistance in identifying a sponsor are encouraged to visit the SPF website for funding resources (<http://www2.humboldt.edu/hsuf/pre-award-services/external-funding.html>) or to contact the Office of Research and make an appointment with a Pre-Award Specialist.

# REQUEST FOR APPLICATIONS (RFA)

## HSU FACULTY RESEARCH INCENTIVE AWARD PROGRAM

**Application Deadline to your College Dean: 5:00 p.m., Friday, January 18, 2019**

The Office of Research is requesting applications for assigned time funding for the fall 2019 and spring 2020 semesters. In addition to assigned time we are also extending funding for summer salary/overload pay during the summer 2019 session.

The purpose of the HSU Faculty Research Incentive Award Program is to stimulate tenured/tenure-track faculty members to develop and submit full proposals to external funding agencies and organizations for research and educational projects. Applications to develop full proposals on any fundable topic are eligible providing they seek to advance or promulgate the mission of HSU. In accepting an Award, a Principal Investigator (PI) commits to develop and submit a full proposal for external funding through the campus research office.

Applications from both single PIs and collaborative applications are welcome. Collaborative applications would be those involving faculty from across the disciplines that promote interdisciplinary, integrative research and/or educational initiatives and that include regional and disciplinary diversity. Applications seeking assigned time funding to develop new, previously un-submitted full proposals shall be considered; applications seeking assigned time to revise and re-submit existing proposals shall not be considered.

### SUPPORT PROVIDED

SPF anticipates making multiple awards in both assigned time and summer salary. This document serves as the RFA for summer 2019, fall 2019 and spring 2020 semesters.

Assigned time funding is provided based on the system-wide Minimum Annual Rate for Assistant Professor/Lecturer B. At present, this rate is \$1,970 per semester weighted teaching unit (WTU). Awards are not subject to campus indirect costs (facilities and administrative fees).<sup>1</sup>

Each individual applicant may request funding for assigned time equivalent to one course (typically 3 semester WTUs but up to 4 semester WTUs allowed). Proposals demonstrating judicious use of assigned time funding will be highly regarded. Limited travel funding (up to \$1,000) for full proposal development will also be considered only for assigned time proposals. No other monetary support is provided, but awardees will have the support of the Office of Research staff in the preparation of their proposals.

Summer Salary funding is provided for up to three weeks of summer salary not to exceed \$4,000 for proposal development. Each individual will develop a new, previously un-submitted full proposal which must be submitted to SPF completed no later than **August 15, 2019**. Compensation for summer salary will be paid as wages (with appropriate payroll taxes deducted)

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<sup>1</sup> Provisional Guidance on Allowability of Indirect (F&A) Costs on CSU Internal Grant Proposals: Grants issued from CSU lottery funds, student fees (including State University fees) or other legislatively appropriated funds, as a result of a competition within the CSU, shall not be subject to indirect/F&A costs. Indirect cost will not be allowed as a grant-funded expense in proposals submitted in response to RFPs from programs that receive the majority of their support from student/university fee revenue or lottery funds. However, the F&A foregone at the campus/auxiliary's federally negotiated off-campus rate may be shown as cost match on the proposal. This amount may also be used by the auxiliary or enterprise fund as an offset to the university's cost allocation plan, in accordance with EO 753/1000.

and will only be paid out upon submission of the proposal to SPF. No other monetary support is provided, but awardees will have the support of the Office of Research staff in the preparation of their proposals.

## **ELIGIBILITY**

All HSU tenured/tenure-track faculty are eligible to apply.

## **REQUIREMENTS AND LIMITATIONS**

Recipients of Awards are to use their assigned time/summer salary to develop full proposals to external funding agencies or organizations that will further HSU's research goals and objectives. Proposals may cover a wide variety of topics as long as they are aligned with HSU's mission and vision (<http://www.humboldt.edu/president/vision>) and enhance faculty professional development and/or student learning.

**Submission of letters of intent, preliminary proposals and pre-proposals will not fulfill this requirement.** Awards will not be given to individuals to write or complete manuscripts or apply to fellowships, but we strongly encourage faculty to contact the Pre-Award office to identify alternative grant opportunities that would be eligible for incentives funding. Recipients must submit full proposals to external funding sources within twelve (12) months of the beginning of the academic term in which the assigned time is received. In the case of summer salary, recipients must submit to SPF by August 15, 2019. Recipients will not be eligible to apply for HSU assigned time funding again until this requirement is met.

Letters of completion are issued at the end of participation in the program, documenting both successful and unsuccessful outcomes, which become part of the personnel action file of the participating faculty members.

Individual applicants may only submit one request for assigned time/summer salary in response to this RFA. Recipients may not receive more than one award per solicitation. Assigned time, if awarded, **MUST** be taken during the term it is requested. Awards cannot be deferred.

When applications are submitted by two or more faculty as Co-P.I.'s, where the award will be split, the intended allocation of the award must be indicated in the application. Multiple awards will not be made for the same proposal submission.

## **APPLICATION INSTRUCTIONS**

*Applications are to be submitted to your College Dean as a single PDF file using the designated form provided at the end of this announcement.* Forms are also available online at <http://www.humboldt.edu/hsuf/>. Please pay close attention to all required signatures and allow for adequate time for each signer to review and approve your application. **Application Deadline to your College Dean: 5:00 p.m., Friday, January 18, 2019. Applications received after the deadline will not be considered.**

Successful applications will clearly demonstrate an understanding and support of HSU's mission, goals and objectives. The external sponsor to whom the full proposal will be directed must be identified and detail provided on the specific program to be targeted, the projected submission date, and evidence of sponsor interest in the research/educational project proposed. Delineation of the sources to which the PI(s) plans to apply for funding is an essential part of the application.

**Application Format** Applications must be submitted using a standard 12-point font (Times New Roman, Arial, etc.), single spaced, and have margins of one inch on all sides. The following elements must be included:

**1) Cover Page (required format follows at the end of this document):** Title, targeted funding agency information, the contact and status information for each PI (if multiple PIs), assigned time request details (provide the title of the class from which each PI will be released and number of WTUs requested) or summery salary request details (provide any conflicting commitments during the summer session e.g. classes, other grant related work, etc...) and contact information and authorized signature of each PI's Dean, Chair, Pre-Award Specialist, and other campus required signatories. *Please type all information except signatures. Signed forms must be scanned and included with the final proposal in PDF format.*

**2) Narrative (3 pages maximum, not including References, Figures and Tables):** The text of the application must not exceed three (3) pages in length. This does not include the Cover Page. Please do not begin text of the application on the Cover Page.

Describe the proposed activity for which the assigned time/summery salary funding is requested. A strong application will clearly indicate the significance of the project and how submission of a full proposal will be facilitated by the Faculty Research Incentive award. Please use the headings below to organize your application. Note that these elements comprise the evaluation criteria (point value provided in parentheses). The overall qualifications of the applicant(s) will also be considered.

- **Intellectual Merit and Need (35 points):** Within the context of previous work on this topic, describe the purpose of, need for, and originality of the proposed activity. Indicate whether this project breaks new ground or is part of continuing activity. If applicable, clarify the nature of each participant's contribution to the project making clear how the collaboration, if applicable, will increase the scope or significance of the proposed project and its contribution to the discipline.
- **Expected Benefits Related to HSU (30 points):** State how the proposed activity and subsequent proposal fulfills the mandate of HSU. Explain how the proposed work will strengthen HSU and collaboration among disciplines and if applicable, other CSU campuses.
- **Potential for Student Involvement (15 points):** Describe the nature and extent of involvement of undergraduate and graduate students in the project.
- **Justification for Requested Assigned Time/Summery Salary and Travel if Requested (10 points):** Provide an explanation of why the assigned time/summery salary requested is necessary for the development of the full proposal. Include a brief work plan describing the specific activities in which the PI or PIs will engage. Include timelines and justify the feasibility of meeting designated goals within the prescribed timelines.  
\*Additional travel funding may only be requested for academic year assigned time applicants.

The items above combined with information on the targeted funding agency (10 pts.) and overall qualifications of the applicants total 100 points, the maximum possible for any single application.

**3) CVs:** A 2-page (maximum) curriculum vitae (CV) must be included for each PI. CVs should include appropriate research and education histories covering at least the last three years.

**4) Current and Pending Support:** List all current and pending internal and external support for research/scholarship for each PI, if applicable.

**5) Letter of Support:** Applications must include a letter of support from each PI's department Chair or Dean indicating that such an award would be accommodated in departmental planning and that the release time/summer salary is justified for the activity proposed. In the event that a faculty member and his/her Chair are both applying for an Award, the faculty member's letter should come from his/her Dean, with the same provisions.

**SUBMISSION DETAILS:**

**Application Deadline to your College Dean: 5:00 p.m., Friday, January 18, 2019**

**Please combine all the required materials and submit them directly to your college Dean by or before the stated deadline:**

- Dale Oliver, Interim Dean  
College of Natural Resources & Sciences  
[dale.oliver@humboldt.edu](mailto:dale.oliver@humboldt.edu)
- Manohar Singh, Dean  
College of Professional Studies  
[manohar.singh@humboldt.edu](mailto:manohar.singh@humboldt.edu)
- Lisa Bond-Maupin, Dean  
College of Arts, Humanities, & Social Sciences  
[ljb20@humboldt.edu](mailto:ljb20@humboldt.edu)
- Cyril Oberlander, Dean  
HSU Library  
[Cyril.Oberlander@humboldt.edu](mailto:Cyril.Oberlander@humboldt.edu)

For further information or questions contact:

Kacie Flynn, Interim Executive Director  
HSU Sponsored Programs Foundation  
1 Harpst Street  
Arcata, CA 95521-8299

Direct: 707-826-5159  
Office: 707-826-4189  
Fax: 707-826-4783  
[kacie.flynn@humboldt.edu](mailto:kacie.flynn@humboldt.edu)

**HSU FACULTY RESEARCH INCENTIVE AWARD PROGRAM  
APPLICATION COVER PAGE**

**Application Deadline to your College Dean: 5:00 p.m., Friday, January 18, 2019**

**Applications received after the deadline will not be considered.**

Please type all information except signatures. Forms must be signed, scanned and included in final proposal in PDF format.

Title: \_\_\_\_\_

PI 1: \_\_\_\_\_

PI 2: \_\_\_\_\_

PI 3: \_\_\_\_\_

**Targeted Funding Agency Information**

Proposed Extramural Funding Agency: \_\_\_\_\_

Solicitation or Program: \_\_\_\_\_  
*(Please provide the hyperlink or attach a hard copy of the solicitation)*

Expected Submission Date: \_\_\_\_\_

Duration, Including Start and End Dates: \_\_\_\_\_

Estimated Funding Amount to be Requested: \_\_\_\_\_

You must contact the Program Officer for the solicitation or program to confirm applicability to your proposal concept. Please identify in detail the funding opportunity you are pursuing. This is a competitive process predicated on your pursuing the funding opportunity you have identified. Any changes to the opportunity identified cannot occur without approval. If you are planning on submitting an unsolicited proposal, you must demonstrate that the identified agency has a track record of accepting unsolicited proposals of the type planned:

If the targeted funding opportunity requires cost matching on the funds, the source of the match must be identified:

**\* Please cut and paste this section and fill it out again if more you plan to target more than one funding agency.**

**Principal Investigator 1**

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School or College: \_\_\_\_\_

Department: \_\_\_\_\_

Academic Rank (Assistant/Associate/Full Professor): \_\_\_\_\_

Appointment Status (Tenured/Probationary/FERP): \_\_\_\_\_

Term Requested (select one):       Summer 2019       Fall 2019       Spring 2020

**Assigned Time Requests**

Class Title: \_\_\_\_\_

WTUs Requested: \_\_\_\_\_

PI Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Please pay close attention to all required signatures and allow for adequate time for each signer to review and approve your application. Approvals may take up to a few days.

**Authorized Campus Officials**

**Department Chair (Or Equivalent)**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**College Dean**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Principal Investigator 2** (Additional Principal Investigators may be added as necessary)

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School or College: \_\_\_\_\_

Department: \_\_\_\_\_

Academic Rank (Assistant/Associate/Full Professor): \_\_\_\_\_

Appointment Status (Tenured/Probationary/FERP): \_\_\_\_\_

Term Requested (select one):       Summer 2019       Fall 2019       Spring 2020

**Assigned Time Requests**

Class Title: \_\_\_\_\_

WTUs Requested: \_\_\_\_\_

PI Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Please pay close attention to all required signatures and allow for adequate time for each signer to review and approve your application. Approvals may take up to a few days.

**Authorized Campus Officials**

**Department Chair** (Or Equivalent)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**College Dean**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_