CSULB College of the Arts
Fall/First Call Application
Research, Scholarship, and Creative Activity (RSCA)
Reassigned Time or Faculty Small Grants

Academic/Fiscal Year 2020-2021
(Proposal due *via InfoReady* by
November 12, 2019 at 5pm)

NAME:

DEPARTMENT:

ACADEMIC RANK (Check one):

APPOINTMENT STATUS (Check one):

TENURE TRACK HIRE DATE AT CSULB (mm/yr):

TIME BASE: (for Chairs/Directors only)

PROPOSAL TITLE:

TYPE OF PROPOSAL:
COTA Faculty may apply for (1-6)* units of Reassigned Time and/or up to $5,000 of Faculty Small Grant (FSG) funding. If applying for both types of awards, FSG funding will be reduced based on the Reassigned Time award.

RSCA Reassigned Time Sought for:
_____ units in Fall 2020   _____ units in Spring 2021

Faculty Small Grant amount requested for $ _____

* The awarding of more than three (3) units of reassigned time may be made under exceptional circumstances based on compelling evidence of high quality RSCA activities.

Answer the following questions:
- Are you receiving other time-based or monetary support for RSCA proposal from an entity on campus? If yes, please describe and indicate value.

- Are you receiving other time-based or monetary support for RSCA proposal from an off-campus entity? If yes, please describe and indicate value.

Cover Sheet

Notes:

- The FSG activity must occur between July 1, 2020 – June 30, 2021. This timeframe also applies to Spring/Second Call RSCA.

- Faculty are not eligible to receive reassigned time in the same semester that they are on Sabbatical or Difference in Pay Leave. If awarded reassigned time, it must be taken within the academic year for which it was awarded. It may not be "banked" or extended beyond that year.

- Applicants already receiving reassigned time July 1, 2020-June 30, 2021 from their department or college are not eligible to apply for additional reassigned time.

- Review the appropriate uses for an ORSP Mini-Grant and Summer Stipend before submitting an application for a FSG. For example, if your proposal is for "seed" money leading to an application for external support, apply for an ORSP Mini-Grant instead of a FSG.

INSTRUCTIONS ON SUBMISSION OF THE COMPLETED APPLICATION

Please follow page count in the *Application Requirements* and use 12-point type and 1-inch margins. Do not begin text of proposal on the cover sheet (preceding page). Combine and submit the Cover Sheet, the application pages, and supplemental documentation into **one multi-page PDF**. Check the PDF for compliance before submitting the document with the following naming protocol:

> COTA.RSCA.App.AY.LastName.FirstInitial.DEPT.pdf
> *Example:* COTA.RSCA.App.2019-20.Brown.S.THEA.pdf
> *Department abbreviations:* ART, DANC, DESN, FEA, MUS, THEA

Application Requirements:
1. Cover Sheet (1 page)
2. Project Summary (Maximum 2 pages)
3. Faculty History (Maximum 2 pages)
4. FSG Itemized Budget (Maximum 1 page)
5. Supplemental Documentation
   - Background and Significance of Proposed RSCA
   - FSG Itemized Budget, including travel, if applicable

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1. COVER SHEET (1 page)

2. PROJECT SUMMARY (Maximum 2 pages):
Use the headings below in organizing your proposal content.

- **Description of the research, scholarship or creative activity**.
  Describe the Who (if others, such as faculty, students or independent contractors/consultants are involved); What; When; Where and How.
- **Background and significance of the research, scholarship, or creative activity**.
  Describe the Why. Summarize previous work on this topic, including whether project breaks new ground or is part of on-going activity. Applicants who are applying for an activity that has not yet completed its acceptance process (such as a future conference) should describe how their RSCA trajectory is supported by their Faculty History and its contribution to the discipline. See *Instructions on Supplemental Documentation* Item #1 below for information on submitting additional supporting documents.
- **Anticipated outcomes and goals of the activity**. Outcomes include exhibitions of artwork, performances, papers, presentations, publications, persuasive proposals to external agencies, etc. Goals may include part of an ongoing project (i.e., progress toward completing a book, this segment of the work as a part of a larger work or collection, etc.).

3. FSG ITEMIZED BUDGET (Maximum 1 page):
Itemize costs associated with the proposal. When actual costs are unavailable (such as for a conference that has not yet published its registration fees) provide an estimated budget and

supplemental documentation. For tangible items over $500 such as equipment, indicate how the equipment will be used after the initial proposal activity is completed, such as but not limited to its use in the applicant's department or classroom. Include an index of the supplemental documentation that pertains to this section. See *Instructions on Supplemental Documentation* #2 below.

4. FACULTY HISTORY – LAST THREE YEARS (Maximum 2 pages):
Include only the 36 months prior to this application deadline. List detailed citations of research accomplishments, scholarly publications, exhibitions, compositions, creative activities, and awards, (provide URLs when available), including reference to co-authored/referred/non-refereed scholarship. Also list ~~all~~ current and pending internal and external support for your scholarship. Faculty in their early career may list and identify RSCA accomplishments from their doctoral or master's period of education, or other relevant achievement, including but not limited to a dissertation or thesis, masters project, exhibit or performance if they fall within the 36-month timeframe.

If you have received a RSCA in the past 3 years, state the type of award(s), award amount(s) if applicable, title of project(s), and the semester/session(s) awarded. Describe the outcomes (i.e., papers submitted, published, etc.) for each award. If an award was an ORSP Mini-Grant or Summer Stipend indicate the date, title, and sponsor of your proposal for external funding.

INSTRUCTIONS ON SUPPLEMENTAL DOCUMENTATION

1. Background and Significance of Proposed RSCA:
Attach documentation such as an invitation, contract, or notice of selection. Indicate if RSCA is peer reviewed or any indicators that speak to its reception, selection, and/or distribution (For example, documentation could indicate whether your proposed activity was competitively selected from a pool or open to all submissions). Label documentation at the top of each page to match the itemized list in the *Background and Significance* portion of the proposal and highlight the relevant text on each document.

2. FSG Itemized Budget Documentation:
The Faculty Small Grant budget may include the following expense types:
- Travel and/or conference travel: Complete a Travel Estimation Worksheet and, if applicable, provide copies of flight/hotel/travel quotes.
- Minor equipment or materials: Provide a concise justification for the expense as it pertains to the research, scholarly, and/or creative activity. A printout of the cost of individual tangible items over $500 is required.
- Student assistants: List the duties, number of hours needed, the rate of pay, and total estimated gross salary. Student assistants must be hired through the University's normal hiring process. **DO NOT PAY OUT OF POCKET.**
- Contractor/Consultant Services: Provide a concise justification for the contractor/consultant expenses as it pertains to the research, scholarly, and/or creative

activity. Note: Hiring a current CSU employee is extremely complex. Before pursuing this see your Department Coordinator for details. **DO NOT PAY OUT OF POCKET EXPENSES TO <u>ANY</u> CONTRACTOR/CONSULTANT**

- All expenses/travel/activities must occur between July 1, 2020 – June 30, 2021.

TRAVEL

If requesting any form of travel, attach a completed Travel Estimation Worksheet (located here http://daf.csulb.edu/forms/financial/controller/ under "Travel", and see tab labeled "Estimation Worksheet" along the bottom of the excel spreadsheet). All travel requests require price quotes (i.e. printout of flight costs, hotel rates, etc). Standard university travel guidelines apply. Check the CSULB website for the latest travel guidelines: http://www.csulb.edu/academic-affairs/undergraduate-studies/travel-guidelines

Assembly Bill 1887 Prohibition on State-funded and State-sponsored Travel to States with Discriminatory Laws. CSULB funds may not be used for travel to any of the following states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Iowa. Check the AB 1887 website for the most recent list (https://oag.ca.gov/ab1887).

MISC Resources
CSULB's Office of Research and Sponsored Programs:
http://www.csulb.edu/office-of-research-and-sponsored-programs