



Call for Proposals 2012-13 University Professional Development Grants

Application Submission Deadline: Monday, Feb. 20, 11:00A. M.
UPD Application Workshop: Feb. 7, 2012, Noon-1pm, KEL 2413

University Professional Development Grants (UPD)

The primary purpose of this grant program is to assist probationary and tenured unit 3 employees working to meet the qualifications for retention, tenure, or promotion, and to enhance the possibility of their being considered positively for such appointments or career advancements. Awards may be made to tenured full professors and/or librarians at a rank equivalent to full professors, coaches, and lecturers in unique and limited circumstances.

UPD grants provide support for research, scholarship, and creative activities as well as innovative pedagogy. Grant funds may be used to buy equipment and/or supplies, pay student assistants, hire research assistants, pay for transcription/translation/analysis services, reimburse travel to present papers at professional meetings, publish the results of previous research, etc.

Funds for a course release may be requested for scholarly purposes (e.g., to undertake a research project leading to publication, or to complete publication of already completed research), and for other activities that lead to positive career advancements, including preparing to teach a greater variety of courses or completing a terminal degree. For budget purposes, the cost of a course release for 2012-13 is \$1,750 per unit. (Course releases may be requested for Fall 2012 or Spring 2013.). Given budget constraints, course releases will be awarded on a limited basis.

UPD awards may be granted up to \$8,000. Most grants have been funded in the \$2,000-\$5,000 range.

How to Apply

Complete the Application Narrative and Bio Sketch form. This form can be found at: www.csusm.edu/research. Click on UPD/RSC in the left-side navigation bar.

This electronic application package must be submitted, using the submit button at the end of the application, by 11 am on Monday, Feb. 20, 2012. The application package will be forwarded to the Office of Graduate Studies & Research and a copy will be made available to the college Dean's Office for review. Please contact the college Dean's office for college procedures. Incomplete or late applications will not be considered under any circumstances.

Tips for Completing the Application

Please consider the following in preparing the proposal:

- **This description should be written for a general faculty audience, not specialists in the faculty member's field, and should include a description of the relevance to the field.**
- The description must explain how the project will enhance the applicant's professional growth, especially activities toward meeting the qualifications for tenure and promotion.
- The methodology to be used in any research project should be clearly and explicitly defined.
- Proposals that involve **students** are encouraged and welcomed. If students are involved in the project, the proposal should indicate the nature of student involvement and how this involvement will promote the faculty member's professional development. These funds are not intended to solely support a student's research.
- If the proposal requests funding for a **course release**, it should clearly explain how the course release will fit into a plan for completion of the project. Given the high cost of a course release, it is crucial that a request for a course release be well justified in the proposal.
- If multiple faculty submit a single proposal, the description should make clear the collaborative nature of the project as well as each faculty member's role in the project.
- Include the specific timeframe for the activity. (Only activities undertaken from July 1, 2012, to June 30, 2013, may be funded.)
- Applicants may request funding for several related activities or needs.
- The budget must itemize all anticipated expenses. The more detailed **and justified** the information the better the committee will be able to evaluate the quality of the proposal. Use CSUSM reimbursement rates for travel expenses (e.g., per diem, mileage). This is critical for funding recommendations.
- The form must indicate **other sources of funding** (applied for or awarded) that would be used for the same project.
- Year-end reports from UPD grants from the last 3 years must be on file with the Office of Graduate Studies and Research.

The Review Process

Each proposal is first reviewed by the Faculty Grants Committee (FGC) using a scoring rubric (which will be available on the Academic Senate web site). FGC makes recommendations for funding to the Associate Vice President for Research and the Provost, who makes the final funding decisions. All faculty members who submitted proposals are notified of the decision on their proposal before the end of the spring semester.

Limitations

- Proposed activities funded by other sources cannot be dual funded through the UPD mechanism. Prior to funding, applicants may be requested to demonstrate that the proposed activities are not being funded by another grant or source of funds.
- Some proposals may be only partially funded (or not funded at all). For example, a proposal requesting funding for a course release, student assistants and equipment might be funded for all, some, or none of the activities depending on the quality and nature of the proposal, and the amount of total funding available.
- UPD awards are contingent upon availability of funding. For that reason, awardees should be aware that they will be held responsible for any expenses incurred, in the event that the funds are not ultimately allocated for this program. Awardees should check with their budget managers prior to incurring expenses if they have any questions about the funding status of their awards.

Fundable Activities

- Faculty travel to present papers at professional meetings including:
 - Meals, lodging, airfare, mileage (only if Defensive Driving class is completed), shuttles/car rentals, and registration fees per attached Travel Guidelines
- Publish the results of research (e.g., publication costs)
- Purchase of minor equipment and supplies specific and unique to this project
- Hire student assistants (e.g., research assistant, preparing manuscripts and proposals)
- Up to three units of assigned time **in the fall or spring semester**
- Participant Fees (e.g., reimbursement for participant time in research studies) When paid as payment for services, SS# or ID# must be provided, may be taxable. Consult with the CSUSM Accounting Dept. before submitting your proposal.

Not Fundable

- Awards, gift cards, and recognition
- Food (in most cases)
- Student travel
- Faculty stipends
- Memberships and subscriptions
- Warranties and maintenance plans
- Computers, equipment and books that can be obtained through IITS, media services, or the library etc.
- For Meal Allowance Rates, refer to supplemental document

Report

If an award is made, a report is due by May 15, 2013, describing how the grant money was spent, and outcomes or progress made on the proposal objectives during the period of the grant. Report links will be sent to all awardees periodically throughout the spring semester.