

# **2022 Request for Proposals (RFP)**

## ***Research and Creative Projects for Equity and Justice***

Routing Deadline:	February 15, 2022, 5pm
Application Deadline:	February 28, 2022, 5pm
Grant Performance Period:	Project periods can be up to 12 months, starting as early as May 1, 2022
Available Funding:	\$65,000 total to distribute
Proposal Range:	\$10,000 - \$40,000 per project

### **A. Purpose and Priorities**

This initiative, funded by Humboldt State University Sponsored Programs Foundation (HSU SPF) & the HSU Foundation, supports research and scholarship that benefits historically marginalized communities served by Humboldt State University, with a focus on black, indigenous, and other people of color (BIPOC). This fund is focused on supporting research, scholarship, and creative activities that benefit BIPOC communities in our region, including direct support for faculty and students at HSU who participate in research, scholarship, and creative activities.

The supported activities could be focused on:

- **Catalyzing future research** by supporting development of new or existing projects;
- **Expanding opportunities** to engage through participation in research and other scholarship;
- **Building capacity and infrastructure** that supports research on or off campus;
- **Addressing needs of communities** in our region through action and applied research.

### **B. Eligibility Requirements**

Principal Investigators (PIs) as defined by HSU SPF Policy are eligible to submit proposals to this RFP. These include: HSU tenure or tenure-track faculty; salaried directors of formally authorized institutes, centers, cooperatives, or auxiliaries; full-time administrators/MPP's; emeritus faculty, visiting faculty, and research associates; and full-time Federal employees that are housed on the campus under agency cooperative agreements. Other HSU staff, students, student organizations, etc. are invited and encouraged to participate in proposed projects, provided that an eligible PI is taking responsibility for proposal submission and award administration in case of an award.

### **C. Method of Application**

Applicants must apply in a 2-step process:

- 1) **Routing:** Complete routing packets must be received by SPF by **5:00pm on February 15, 2022**. Routing packets must be submitted **via email** to one of the following Pre-Award Specialists: Erika Wright ([emw7@humboldt.edu](mailto:emw7@humboldt.edu)), Pia Gabriel ([pg12@humboldt.edu](mailto:pg12@humboldt.edu)), or Kaz Wegmuller ([jkw77@humboldt.edu](mailto:jkw77@humboldt.edu)). We recommend contacting the Pre-Award Specialists at minimum 4 weeks prior to this routing deadline, to allow adequate time to assist you in building a realistic and compliant budget,

reviewing your proposal components, requesting applicable registrations, ensuring that all requirements are met, etc.

- 2) **Application submission:** Complete applications must be submitted in **HSU's InfoReady** portal (<https://humboldt.infoready4.com/>) by **5:00pm, on February 28, 2022.**

#### **D. Content and Form of the Application**

- 1) **Routing packets** must contain the following elements:

- **Institutional Routing Form**: all relevant fields must be completed, but the form should not be signed at the time of submission to the Pre-Award Specialist. The Pre-Award Specialists are happy to assist you with filling this form and answering any questions.
- **SPF Budget Template**: work with your Pre-Award Specialist to develop the budget and complete this budget form. Indirect costs are not applicable to this program for any portion of the budget that is internal to HSU. However, if the project includes subawards, subawardee budgets are allowed to include indirect costs.
- **Scope of Work**: up to 5 pages, including the following sections:

**Statement of Need**: Provide a short description of the proposed project. Why is it important to do this project? How does the project relate to the purpose and intent of the Research and Creative Projects for Equity and Justice program? Who will your project engage? What is the demographic and/or other relevant characteristics of your audience(s) and/or participants? What new and/or underserved audiences or constituencies do you plan to reach in addition to those you may already be serving? Can you envision any potential barriers your intended audience(s) might face?

**Objectives**: What are the goals and objectives for this project?

**Project Personnel & Partners**: Who are the key people who will make up the project team responsible for executing the project? Who are your key partners? Briefly describe qualifications and roles of each team member / organizational partner.

**Outcomes**: What are the desired outcomes for this project? How will you plan and implement the proposed project? What methods will you use to assess the impact of your project on participants, audience members, project personnel, HSU, project partners, or others associated with or affected by the project? How will you gauge success in relation to Humboldt's [2021-2026 Strategic Plan](#)?

**Project Timetable**: Provide a functional outline of each phase or stage of your project (e.g., research, program development, active programming), listing all major activities in chronological order, and who will be responsible for carrying them out. Include all activities that will take place during the grant period, as well as any related activities before or after the grant period.

The scope of work must be written single-spaced, in Times New Roman 11pt font, in standard 8.5'x11' page format including 1" margins. The page limit includes all written text, figures, tables, and graphs. Text in graphs and figures may be smaller than 11pt font, but must be easily legible.

- Request for Release Time Form, if applicable: if the PI or other project personnel request academic year release time to work on the project, please contact your Pre-Award Specialist to help you determine accurate salary and benefits rates, and fill in the form.
- [IRB Registration](#), if applicable: if the project involves human subjects research, the work needs to be reviewed by HSU's Institutional Review Board (IRB). At the proposal stage, a simple registration form needs to be filled online. The IRB coordinator will then send an email to the registrant which includes the IRB registration number to be used on the routing form.
- [IACUC Registration](#), if applicable: if the project involves use of vertebrate animals, the work needs to be reviewed by HSU's Institutional Animal Care and Use Committee (IACUC). At the proposal stage, a placeholder protocol number can be requested from JoAnna Pifferini at [jlh1526@humboldt.edu](mailto:jlh1526@humboldt.edu). JoAnna will need the project title and the PI name to assign an IACUC number.
- [BUA Registration](#), if applicable: if the project involves use or collection of any bio-hazardous materials, the work needs to be reviewed by HSU's Biosafety Committee for potential Biological Use Authorization (BUA). At the proposal stage, contact your Pre-Award Specialist to complete a Biosafety Pre-Award checklist.
- Letters of Commitment, if applicable: if the project involves collaborators outside of HSU, a signed letter of commitment from each collaborating organization or individual is required, specifying the nature of the collaboration and any committed resources. For collaborators that would receive a portion of the requested funding, a detailed budget for their prospective subaward / contract is also required. This budget should be appended directly to the corresponding letter of commitment.

2) **Applications in InfoReady** must contain the following elements:

- Applicant information: entered directly into the InfoReady submission system.
- SPF Budget Template: upload the final SPF Budget from your approved routing; the Pre-Award Specialist can assist with downloading the completed version and providing it to you for upload. Note that the uploaded version must show the DocuSign routing stamp in the header.
- Scope of Work: upload the final Scope of Work document from your approved routing; the Pre-Award Specialist can assist with downloading the completed version and providing it to you for upload. Note that the uploaded version must show the DocuSign routing stamp in the header.
- Letters of Commitment, if applicable: upload any letters of commitment that were included in your approved routing; the Pre-Award Specialist can assist with downloading the completed version and providing it to you for upload. Note that the uploaded version must show the DocuSign routing stamp in the header.

## E. Evaluation Criteria

Proposals will be evaluated according to the following scoring criteria, with a total possible score of **35 points**:

### Quality

- Potential to benefit currently underserved BIPOC communities in our region:
  - Significance of the objectives and proposed outcomes of project activities for BIPOC audiences and participants (5 points)

- Potential to provide rich, relevant, and meaningful engagement with the target audience(s), including extent of direct involvement of BIPOC individuals and communities (5 points)
- Evidence of awareness of the interests, needs, and characteristics of the target audience(s), and demonstration of intent to reduce any barriers to access (5 points)
- Potential to advance knowledge through implementation of new or expanded research, scholarship, and creative activities that are innovative or unique (5 points)

### **Capacity**

- Experience and ability of the project team to successfully carry out the project proposed (5 points)
- Feasibility and soundness of project schedule, budget, outreach, and evaluation plans (5 points)
- Support from the applicant's unit (e.g. academic department, campus center, etc.) and any partners (5 points)

### **F. Evaluation Process**

A committee comprised of delegates from the following campus units will convene and evaluate proposals:

- Elavie Ndura, AVP, Office for Diversity, Equity, and Inclusion
- Doug Smith, Coordinator, Umoja Center for Pan African Student Excellence (UC PASE)
- Nievita Bueno Watts, Director, Indian Natural Resources, Science and Engineering Program (INRSEP)
- Adrienne Colegrove-Raymond, Director, Indian Tribal and Educational Personnel Program (ITEPP)
- Fernando Paz, Coordinator, El Centro Académico Cultural de HSU, Center for Academic Excellence
- Kacie Flynn, Office of Research & Sponsored Programs, Executive Director

### **G. Contact Information**

For questions and assistance, please contact one of HSU SPF's Pre-Award Specialists: Erika Wright ([emw7@humboldt.edu](mailto:emw7@humboldt.edu)), Pia Gabriel ([pg12@humboldt.edu](mailto:pg12@humboldt.edu)), or Kaz Wegmuller ([jkw77@humboldt.edu](mailto:jkw77@humboldt.edu)).