



2025 Request for Proposals (RFP)

Research and Creative Projects for Equity and Justice

Deadline to being routing:	Thursday, February 6th
Application Deadline:	February 13, 2025, 11:59pm
Grant Performance Period:	Project periods can be up to 12 months, starting as early as May 1, 2025
Available Funding:	Approximately \$40,000 total to distribute
Proposal Range:	\$10,000 - \$40,000 per project

A. Purpose and Priorities

This initiative, funded by Cal Poly Humboldt Sponsored Programs Foundation (SPF) & the Cal Poly Humboldt Foundation, supports research and scholarship that benefits historically marginalized communities served by Cal Poly Humboldt, with a focus on black, indigenous, and other people of color (BIPOC). All proposals should be led by or in authentic partnership with those who experience inequities caused by systemic racism. 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 Humboldt who participate in research, scholarship, and creative activities.

Examples of supported activities include, but are not limited to:

- **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 SPF Policy are eligible to submit proposals to this RFP. These include: Humboldt 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 Humboldt 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.

There is a limit of one application per Principal Investigator. A PI who received a *Research and Creative Projects for Equity and Justice Grant* within the last 12-month cycle is not eligible to submit a new proposal.

C. Method of Application

Applications must be submitted by the PI through InfoReady, accessible through [Engagement Hub](#), by **11:59 pm on February 13, 2025**. **Application packets must be routed for institutional approvals one week prior to the deadline** through one of the following Pre-Award Specialists: Pia Gabriel (pg12@humboldt.edu), Jocelyne Takatsuno (jt366@humboldt.edu), or Kaz Wegmuller (jkw77@humboldt.edu).

We recommend contacting the Pre-Award Specialists at minimum 4 weeks prior to this deadline, to allow adequate time to assist you in building a realistic and compliant budget, filling out the [SPF Routing Form](#) required for institutional approval routing, reviewing your proposal components, requesting applicable registrations, ensuring that all requirements are met, etc.

D. Content and Form of the Application

Application packets must contain the following elements:

1. [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 Humboldt. However, if the project includes subawards, subawardee budgets are allowed to include indirect costs.
2. [Budget Justification](#): **up to 2 pages**: itemize, describe, and justify the need for each budget item requested, using the budget categories as listed in the SPF budget template.
3. [Scope of Work](#): **up to 5 pages**, including the following sections:
 - a. [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?
 - b. [Goals](#): What are the goals and objectives for this project?
 - c. [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.
 - d. [Outputs](#): 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, Cal Poly Humboldt, project partners, or others associated with or affected by the project? How will you gauge success in relation to Cal Poly Humboldt's [2021-2026 Strategic Plan](#)?
 - e. [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.

- f. References Cited (optional): If applicable, include a list of all references included in the narrative; this section *does not* count towards the 5-page limit.
 - g. 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 (except for the optional References Cited section). Text in graphs and figures may be smaller than 11pt font, but must be easily legible.
4. Letters of Commitment: Required for both on and off-campus collaborators, a signed letter of commitment from each collaborating organization, campus unit outside of your home department (e.g. CTL, INRSP), or individual, specifying the nature of the collaboration and any committed resources.
 5. Sub-Award/Contract: For off-campus collaborators that would receive a portion of the requested funding, a detailed budget and scope of work for their prospective subaward / contract is also required. This budget and scope of work should be appended directly to the corresponding letter of commitment.

E. Evaluation Criteria

Proposals will be evaluated according to the following scoring criteria, with a total possible score of **45 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 in our region (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 (15 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 three delegates from the Cal Poly Cultural Centers for Academic Excellence, one board member, and one prior award recipient will convene and evaluate proposals. Award notifications will be made by April 1st.

G. Contact Information

Please contact a Pre-Award Specialist for questions related to your submission: Pia Gabriel (pg12@humboldt.edu), Jocelyne Takatsuno (jt366@humboldt.edu), or Kaz Wegmuller (jkw77@humboldt.edu).