



REQUEST FOR APPLICATIONS

Release Date: 9/23/2024

To: All Faculty, Deans, and Chairs

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

RE: Incentives Program for Faculty Research Grant Development

It is with great pleasure that the Cal Poly Humboldt Sponsored Programs Foundation Board of Director's Incentives Committee announces the Solicitation for Incentives Proposals. Tenure track, tenured faculty, and research associates from all disciplines are encouraged to apply and invited to submit an application for assigned time or summer salary through InfoReady which can be accessed through Cal Poly Humboldt's [Engagement Hub](#) portal.

In addition to time, the Office of Research & Sponsored Programs 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 (<https://research.humboldt.edu/content/find-funding>) or to contact our Research Development & Marketing Coordinator: Cara Peters (Cara.Peters@humboldt.edu)

REQUEST FOR APPLICATIONS (RFA)

CAL POLY HUMBOLDT FACULTY RESEARCH INCENTIVE AWARD PROGRAM

Application Deadline: 11:59 p.m., Monday, January 27th, 2025

The Office of Research & Sponsored Programs is requesting applications for assigned time funding for the fall 2025 and spring 2026 semesters. In addition to assigned time we are also extending funding for summer salary pay during the summer 2025 session.

The purpose of the Faculty Research Incentive Award Program is to stimulate 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 Cal Poly Humboldt. In accepting an Award, a Principal Investigator (PI) commits to develop and submit a full proposal for external funding through the Office of Research & Sponsored Programs.

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 and/or Pre-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 2025, fall 2025 and spring 2026 semesters.

Assigned time funding is provided based on the system-wide Minimum Annual Rate for Assistant Professor/Lecturer B. At present, this rate is \$2,488 per semester weighted teaching unit (WTU). Awards are not subject to campus indirect costs (facilities and administrative fees).¹

Each individual applicant may request funding for assigned time equivalent to one course (typically 3 semester WTUs but up to 4 semester WTUs allowed). For collaborative proposals, the number of available WTUs may be split among multiple Co-PIs (e.g.: 2 WTUs per Co-PI for 2 Co-PIs). Proposals demonstrating judicious use of assigned time funding will be highly regarded. Each individual/team will develop a new, previously un-submitted full proposal which must be fully routed through SPF, beginning the routing no later than **December 12, 2025** for fall 2025 assigned time, and **May 8, 2026** for spring 2026 assigned time. No other monetary support is provided, but awardees will have the support of the Office of Research Pre-Award and Research Development staff in the preparation of their proposals.

¹ 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 ICSUAM 3552.01 section 101 Exchange of Value.

Summer Salary funding is provided for up to three weeks of summer salary not to exceed \$4,000 for proposal development. For collaborative proposals, the available salary amount may be split among multiple Co-PIs (e.g.: \$2,000 per Co-PI for 2 Co-PIs). Each individual/team will develop a new, previously un-submitted full proposal which must be fully routed through SPF, beginning the routing no later than **August 15, 2025**. Compensation for summer salary will be paid as wages (with appropriate payroll taxes deducted) and **will only be paid out upon submission of the full, routing-ready proposal to SPF**. No other monetary support is provided, but awardees will have the support of the Office of Research Pre-Award and Research Development staff in the preparation of their proposals.

ELIGIBILITY

All Cal Poly Humboldt tenured/tenure-track faculty, along with research associates 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 Cal Poly Humboldt's research goals and objectives. Proposals may cover a wide variety of topics as long as they are aligned with Cal Poly Humboldt'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, pre-proposals, and resubmission of revised existing 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 Research Development office to identify alternative grant opportunities that would be eligible for incentives funding.

In the case of academic release time, recipients must initiate the routing process with their Pre-Award Specialist by the end of their awarded semester. In the case of summer salary, recipients must initiate the routing process with their Pre-Award Specialist by August 15, 2025. Recipients **must submit** full proposals to external funding sources within twelve (12) months of the end of the academic term in which the award is received. Recipients will not be eligible to apply for the Incentives Program again until this requirement is met.

Letters of completion are issued upon final submission to the external funding agency, or at the end of the 12-month period if no submission has been completed. Therefore, both successful and unsuccessful outcomes of the program will be documented, becoming 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-PI's, where the award will be split, the intended allocation of the award must be clearly indicated in the application. Multiple awards will not be made for the same proposal submission.

APPLICATION INSTRUCTIONS

Applications are to be submitted via InfoReady which can be accessed through Cal Poly Humboldt's [Engagement Hub](#) by 11:59 p.m., Monday, January 27, 2025. Applications received after the deadline will not be considered.

Successful applications will clearly demonstrate an understanding and support of Cal Poly Humboldt's mission, goals and objectives.

1) Personal Details: The online application will require basic contact information for you & your Co-PI's. You must state whether you are requesting fall/spring academic year assigned time (which requires you to provide the title of the class from which each PI will be released and number of WTUs requested) or summer salary. **Co-Principal Investigators:** When applications are submitted by two or more faculty as Co-PI's, where the award will be split, the intended allocation of the award must be clearly indicated. Multiple awards will not be made for the same proposal submission.

2) Application Details: Describe the proposed activity for which the assigned time or summer 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.

- **Targeted Funding Agency (5 points):** The external sponsor to whom the full proposal will be directed must be identified and details provided on the specific program to be targeted. Delineation of the sources to which the PI(s) plans to apply for funding is an essential part of the application. Applicants will be required to identify the proposed Funding Agency, provide a hyperlink to the Solicitation or Program they wish to apply to, list the targeted submission date, duration of the project (including estimated start/end dates) as well as the estimated funding amount to be requested. *Note if the targeted funding opportunity requires cost matching on the funds, you will be required to list the potential source(s) of the match.*

- **Applicability of Proposal (10 points):** Applicants must demonstrate the applicability of the proposal concept and how it aligns with the funding opportunity, program, and/or agency they are pursuing. For instance, applicants should identify an agency that has a track record of accepting proposals of the type planned. E.g. *what makes you believe your proposal would have a high likelihood of getting funded?* - 300 word limit.

- **Intellectual Merit and Need (30 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 - 500 word limit.

- **Expected Benefits Related to Cal Poly Humboldt (30 points):** State how the proposed activity and subsequent proposal fulfills the [mission/vision](#) of Cal Poly Humboldt. Explain how the proposed work will strengthen Cal Poly Humboldt and collaboration among disciplines and if applicable, other CSU campuses - *500 word limit*.
- **Potential for Student Involvement (15 points):** Describe the nature and extent of involvement of undergraduate and graduate students in the project - *300 word limit*.
- **Justification for Requested Assigned Time/Summer Salary (10 points):** Provide an explanation of why assigned time vs. summer salary is necessary for the development of the full proposal. Include a brief work plan describing the specific activities in which the PI or Co-PI's will engage. Include timelines and justify the feasibility of meeting designated goals within the prescribed timelines. When applications are submitted by two or more faculty as Co-PI's, where the award will be split, the intended allocation of the award must be clearly indicated **here** in the application. - *300 word limit*.

The items above total **100 points**; the maximum possible for any single application.

3) Files to be uploaded:

- **CVs:** A 2-page (maximum) curriculum vitae (CV) must be uploaded for each PI. CVs should include appropriate research and education histories covering at least the last three years. CV's for multiple PI's must be combined into a single PDF to upload.
- **Current and Pending Support:** List all current and pending internal and external support for research/scholarship for each PI, if applicable. 'Current and Pending' for multiple PI's must be combined into a single PDF to upload.
- **Letter of Support: Chair:** Applications must include a letter of support from each PI's department Chair 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 the applicant is also serving as the current Chair, please upload a statement to that effect.
- **Letter of Support: Dean:** Applications must include a letter of support from each PI's department 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.

SUBMISSION DETAILS

All applications must be submitted electronically through InfoReady which can be accessed through Cal Poly Humboldt's [Engagement Hub](#) no later than 11:59 p.m., Monday, January 27, 2025. For further information or questions contact: Cara Peters (Cara.Peters@humboldt.edu)



Cal Poly Humboldt
Office of Research
& Sponsored Programs

Faculty Research Incentive Award

Program 2025



DEADLINE:

JAN. 27, 2025



AMOUNT:

COURSE
RELEASE OR
\$4,000 SUMMER
SALARY



LINK:

[ACCESS
SUBMISSION LINK
THROUGH
ENGAGEMENT
HUB](#)

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For more information, contact Erika Wright, Research Development Lead, at erika.wright@humboldt.edu.