

REQUEST FOR APPLICATIONS

October 8, 2019

To: All Faculty, Deans, and Chairs

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

RE: Incentives Program for Faculty Research Grant Development

It is with great pleasure that the HSU Sponsored Programs Foundation Board of Director's Incentives Committee announces the Solicitation for Incentives Proposals. Tenure track and tenured faculty from all disciplines are encouraged to apply and invited to submit an application for assigned time or summer salary through HSU's [InfoReady](#) 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 the Office of Research & Sponsored Programs to make an appointment with a Pre-Award Specialist.

REQUEST FOR APPLICATIONS (RFA)

HSU FACULTY RESEARCH INCENTIVE AWARD PROGRAM

Application Deadline through InfoReady: 11:59 p.m., Friday, January 17, 2020

The Office of Research & Sponsored Programs is requesting applications for assigned time funding for the fall 2020 and spring 2021 semesters. In addition to assigned time we are also extending funding for summer salary/overload pay during the summer 2020 session.

The purpose of the HSU Faculty Research Incentive Award Program is to stimulate tenured/tenure-track 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 HSU. 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 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 2020, fall 2020 and spring 2021 semesters.

Assigned time funding is provided based on the system-wide Minimum Annual Rate for Assistant Professor/Lecturer B. At present, this rate is \$2,019 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). Proposals demonstrating judicious use of assigned time funding will be highly regarded. Limited travel funding (up to \$1,000) for full proposal development will also be considered only for assigned time proposals. No other monetary support is provided, but awardees will have the support of the Office of Research staff in the preparation of their proposals.

Summer Salary funding is provided for up to three weeks of summer salary not to exceed \$4,000 for proposal development. Each individual will develop a new, previously un-submitted full proposal which must be fully routed through SPF completed no later than **August 15, 2020**. Compensation for

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 will be paid as wages (with appropriate payroll taxes deducted) and will only be paid out upon submission of the proposal to SPF. No other monetary support is provided, but awardees will have the support of the Office of Research & Sponsored Programs staff in the preparation of their proposals.

ELIGIBILITY

All HSU tenured/tenure-track faculty 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 HSU's research goals and objectives. Proposals may cover a wide variety of topics as long as they are aligned with HSU'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 and pre-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 Pre-Award office to identify alternative grant opportunities that would be eligible for incentives funding. Recipients must submit full proposals to external funding sources within twelve (12) months of the beginning of the academic term in which the assigned time is received. In the case of summer salary, recipients must submit to SPF by August 15, 2020. Recipients will not be eligible to apply for HSU assigned time funding again until this requirement is met.

Letters of completion are issued at the end of participation in the program, documenting both successful and unsuccessful outcomes, which become 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 HSU's [InfoReady](#) site by 11:59 p.m., Friday, January 17, 2020. Applications received after the deadline will not be considered.

Successful applications will clearly demonstrate an understanding and support of HSU's mission, goals and objectives. The external sponsor to whom the full proposal will be directed must be identified and details provided on the specific program to be targeted, the projected submission date, and evidence of sponsor interest in the research/educational project proposed. Delineation of the sources to which the PI(s) plans to apply for funding is an essential part of the application.

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 summery salary. Here you can also request up to \$1,000 in additional travel funding *only if applying for academic year assigned time*. **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 summery 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 (10 points):** 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 source(s) of the match.*
- **Intellectual Merit and Need (35 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 HSU (30 points):** State how the proposed activity and subsequent proposal fulfills the [mission/vision](#) of HSU. Explain how the proposed work will strengthen HSU 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/Summery Salary and Travel* if requested (10 points):** Provide an explanation of why assigned time vs. summery 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. *Additional travel funding may only be requested for academic year assigned time applicants. - *300 word limit*.

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

3) Files to be uploaded:

- **Applicability of Proposal:** You must contact the Program Officer for the solicitation or program to confirm applicability to your proposal concept. If you are unable to make contact with a Program Officer, you must demonstrate instead that the identified agency has a track record of accepting proposals of the type planned. Please identify the funding opportunity you are pursuing & provide details regarding your communication with the funder (e.g. upload email correspondence) or other documentation from the agency's website showing that they accept proposals of the type you plan to submit.
- **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 via InfoReady no later than 11:59 p.m., Friday, January 17, 2020. For further information or questions contact:

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