



Research and Creative Projects for Equity and Justice

♦ Quick Facts

 Deadline	 Begin Routing by	 Award Amount	 Project Period	 Apply Online	 Notification
Feb 12, 2026 @ 11:59 PM	Feb 6, 2026	\$10,000 - \$40,000	Up to 12 months, starting May 1, 2026	InfoReady via Engagement Hub	April 1, 2026

♦ Purpose

This program supports research, scholarship, and creative projects that advance equity and justice. Funded by the Sponsored Programs Foundation and Cal Poly Humboldt Foundation, it focuses on work benefiting historically marginalized communities, especially Black, Indigenous, and other People of Color (BIPOC). Projects must be led by or involve authentic partnership with those directly affected by systemic racism and must align with Cal Poly Humboldt's [Core Values & Beliefs](#).

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

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

♦ Eligibility

Eligible Principal Investigators (PIs) include:

- Tenured or tenure-track faculty
- Research associates
- Full-time MPPs (management personnel plan employees)
- Salaried directors of authorized centers or institutes

- Visiting or emeritus faculty
- Federal employees based on campus under cooperative agreements

Additional Eligibility Considerations:

- Only one application is allowed per PI
- Previous awardees within the past 12 months are not eligible to apply
- Staff, students, and others may participate as team members, but an eligible PI must lead the proposal

♦ **Routing Guidelines & Timeline**

- Contact a pre-award specialist at least 4 weeks prior to application deadline
- Routing deadline: **February 6, 2026**
- Project period: Up to 12 months, starting **May 1, 2026**
- Routing packages must include:
 - Final budget (reviewed by Pre-Award Specialist)
 - SPF Routing Form
 - Narrative
 - Match commitment letters (if applicable)
 - Letters of support, scopes of work, and budgets from collaborators/subawardees

♦ **Submission Process & Requirements**

Submit proposals through InfoReady via Engagement Hub by **February 12, 2026 @ 11:59 PM**.

Required components:

1. **SPF Budget Template.** Note: 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) – detail and justify each budget item
3. **Scope of Work** (Up to 5 pages) – include the following sections:
 - a. *Statement of Need:*
 - Why your project matters and how it advances equity and justice
 - How your project aligns with the goals of this program
 - Who your project will engage (include demographics or relevant characteristics)
 - What new or underserved communities you aim to reach
 - Any potential barriers your audience might face, and how you'll address them
 - b. *List Project Goals and Objectives*
 - What are the desired outcomes for this project?
 - How will you plan and implement the proposed project?

- What are the project deliverables?

c. *Evaluation*

- 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 [Core Values & Beliefs](#)?

d. *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.

e. *Timeline of Activities*

- Provide a functional outline of each phase or stage of your project (e.g., research, program development, active programming)
- list 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.

4. Letters of Commitment (if applicable) – 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. Subaward Scope & Budget (if applicable) – 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.

♦ **Formatting Requirements**

The Scope of Work must be single-spaced, Times New Roman 11 pt, with 1" margins on standard 8.5"x11" pages. The 5-page limit includes all text, tables, figures, and graphs (excluding optional references). Text in visuals may be smaller but must remain legible.

♦ **Review Criteria (Max 50 Points)**

Category	Points
Significance of the objectives and potential of the proposed outcomes of project activities to positively benefit BIPOC audiences and participants	5
Alignment with Cal Poly Humboldt Core Values & Beliefs	5

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
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
Potential to advance knowledge through implementation of new or expanded research, scholarship, and creative activities that are innovative or unique	15
PI qualifications, team experience, and ability of the project team to successfully carry out the project proposed	5
Feasibility and soundness of project schedule	3
Feasibility and soundness of budget	4
Feasibility and soundness of evaluation plan	3

♦ Review Process

Proposals will be reviewed by a committee that includes representatives from the Cal Poly Cultural Centers for Academic Excellence, a Sponsored Programs Foundation board member, and a previous award recipient. Notifications will be sent by **April 1, 2026**.

♦ Contacts & Assistance

For questions regarding your proposal or to begin working on a proposal contact a Pre-Award Specialist:

- ✉ Pia Gabriel – pg12@humboldt.edu
- ✉ Jocelyne Takatsuno – jt366@humboldt.edu
- ✉ Kaz Wegmuller – jkw77@humboldt.edu

For issues with the InfoReady submission site, contact:

- ✉ Cara Peters - cap924@humboldt.edu
- ✉ Kumi Nakadate - jkn24@humboldt.edu

♦ Common Proposal Pitfalls

1. Missing or Incomplete Components

- Required sections or attachments are missing (e.g., subaward scope/budget, commitment letters)
- Proposal does not address all required prompts or sections of the application

Lack of Clear Objectives and Rationale

- Research objective is vague or buried in background information

- Project rationale is incomplete or missing (e.g., doesn't explain *why* this work matters or *why now*)
- It's unclear who wants or needs this project; demand or relevance to the community is not established

3. Unclear Alignment with RCPEJ Goals

- Intended benefit to BIPOC communities is vague or described in broad, generalized terms
- Potential barriers to access or participation are not addressed
- Proposal feels more appropriate for internal departmental funding, rather than an equity-focused external initiative

4. Weak Project Design and Evaluation

- Evaluation plan is unclear or lacks concrete methods to assess outcomes
- Recruitment plan is underspecified or missing altogether
- It's unclear what makes the project new, innovative, or how it adds to existing work in the field
- Timeline or scope appears overly ambitious or misaligned with proposed resources

5. Team and Collaboration Gaps

- Roles and qualifications of team members are not clearly defined
- Benefits to collaborators, especially community partners, are not described
- Collaboration structure is vague; shared responsibilities and communication methods are not articulated

6. Budget and Narrative Misalignment

- Budget does not reflect the narrative (e.g., key activities not budgeted or budgeted items not mentioned)
- Scope of work seems infeasible given the budget and project period

7. Accessibility and Communication Issues

- Proposal uses dense, jargon-heavy language and is not written for a generalist or cross-disciplinary audience



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**DEADLINE:**

FEB. 12, 2026
BY 11:59 PM

**AMOUNT:**

\$10,000 –
\$40,000

**LINK:**

[SUBMIT
THROUGH
ENGAGEMENT
HUB](#)

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For more details and to download the call for proposals, visit the RCPEJ competition page which can be accessed through Engagement Hub (see sidebar).