Cal Poly Humboldt
Office of Research
& Sponsored Programs



Faculty Research Incentive Award Program 2027

DEADLINE:
JAN. 25, 2027

AMOUNT:
COURSE RELEASE
OR $4,000
SUMMER SALARY

LINK:
ACCESS SUBMISSION LINK THROUGH ENGAGEMENT HUB

The Incentives Program supports faculty in developing and submitting full proposals for external funding for research and educational projects. Applications to develop full proposals on any fundable topic are eligible providing they seek to advance Cal Poly Humboldt's mission. Award recipients commit to submitting a full proposal for external funding.

For guidelines and eligibility requirements, please see the competition request for proposals (RFP).

It is highly recommended that you reach out to a Pre-Award Specialist prior to submission to discuss your proposal plan, commitments, and timeline.

For general application questions, please email Erika Wright, Associate Director of Research Development & Strategy, at erika.wright@humboldt.edu.

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Faculty Research Incentive Award Program – 2027–2028

Request for Applications (RFA) – Summer 2027, Fall 2027, Spring 2028

🗓️ **Deadline: Monday, January 25, 2027 @ 11:59** p.m. | Apply through InfoReady (via Engagement Hub)

🔹 Program Overview

Supports faculty in developing full proposals for external funding. Awards are available as assigned time or summer salary. Awardees collaborate with a Pre-Award Specialist and must submit a proposal within 12 months. Awardees are expected to meet periodically for updates, discussion of process, sharing of best practices, proposal support and review activities. Successful applications will clearly demonstrate an understanding and support of Cal Poly Humboldt's mission, goals and objectives.

🔹 Eligibility

Open to tenured, tenure-track faculty and research associates. One application per person per cycle. Awards cannot be deferred.

🔹 Support Provided

- Assigned Time:
  - One course equivalent (3–4 WTUs), $2,488/WTU, may be split between 2 Co-Primary Investigators (PIs). (Based on the system-wide Minimum Annual Rate for Assistant Professor/Lecturer B)
  - Routing deadlines: **Dec 13, 2027** (Fall) | **May 8, 2028** (Spring)
- Summer Salary:
  - Up to 3 weeks, max $4,000 per project. Split allowed for 2 Co-PIs.
  - Routing deadline: **August 9, 2027**
  - Paid after submission of routing-ready proposal.

🔹 Requirements & Limitations

- Must result in a new, previously un-submitted full proposal.
- Co-PIs are limited to one submission. Multiple awards will not be made for the same proposal submission.
- Applications requiring letters of Intent or pre-proposals, resubmissions, and fellowships do not qualify.
- Awarded time/salary must be used in the term requested and proposal routing initiated prior to the end of that term.
- Future eligibility contingent on proposal submission within 12 months.
- Completion letters issued upon final submission or at the end of the 12-month period. Therefore, both successful and unsuccessful outcomes of the program will be documented, becoming part of the personnel action file of the participating faculty members.

🔹 Application Components

1. Online Form (Complete through Cal Poly Humboldt's InfoReady portal, which is accessible through Engagement Hub):

    - Enter personal details, project title, funding type (assigned time or summer salary), and allocation details.

2. Proposal Narrative (100 points total):

Section	Points	Summary
Targeted Funding Agency	5	Identify funding agency, solicitation (including hyperlink,) submission deadline, anticipated amount, duration of the project, and match (if applicable). 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	Explain how the proposal fits the funder's priorities (300 words). E.g. *what makes you believe your proposal would have a high likelihood of getting funded?*
Intellectual Merit and Need	30	Within the context of previous work on this topic, describe the project's purpose, originality, and collaborative value. State whether it is a new or ongoing project. Clarify the nature of the collaboration (if applicable) and how bringing together this specific group will increase the scope of significance of the proposed project (500 words).
Expected Benefits to Humboldt	30	Describe alignment with Cal Poly Humboldt's mission and institutional impact (and collaboration among disciplines and other CSUs if applicable) (500 words).
Student Involvement	15	Explain nature and extent of involvement of undergraduate and graduate students (300 words).
Justification for Time/Funding	10	Include work plan, timeline, activities, and justification for support. Explain why assigned time is necessary vs. summer salary (if applicable.) For co-PIs, intended allocation of the award must be clearly indicated here (300 words).

3. Required Uploads:

- **CVs**: **Max 2** pages for each PI. CVs should include appropriate research and education histories covering at least the last three years. Combine into one PDF.
- **Current & Pending Support**: List all current and pending internal and external support for research/scholarship for each PI, if applicable. Combine into one PDF.
- **Chair Letter of Support**: The letter should confirm that the award fits within departmental planning and that the release time or summer salary is justified. If the applicant is also the Chair, upload a statement noting this
- **Dean Letter of support**: The letter should confirm that the award fits within departmental planning and that the release time or summer salary is justified.

🔹 Selection Process

Complete proposals that meet eligibility requirements are forwarded to the Cal Poly Humboldt Sponsored Programs Foundation Board of Directors for review and selection.

🔹 **Contacts**

📧 For help identifying a grant contact: Cara Peters - Cara.Peters@humboldt.edu or Kumi Nakadate - jkn24@humboldt.edu

📧 Contact a Pre-Award Specialist prior to submission to discuss your proposal plan, commitments, and timeline.

📧 For questions about the program, contact: Erika Wright – Erika.Wright@humboldt.edu

🔹 **Common Proposal Pitfalls**

- Application process requires a letter of intent or a pre-proposal, making it ineligible for Incentives
- It's not clear that the proposal is a good fit for the opportunity listed. A letter from a program officer is highly recommended if possible
- It's not clear if the funding opportunity named is likely to be available again (the research development team would be happy to reach out to ask the funder prior to submission)
- Missing submission components (eg. CV or letter from the chair)