California State University, Los Angeles
Research, Scholarship and Creative Activity Awards
2024-2025 Academic Year

Due date: Monday, April 1, 2024 11:59 PM (PDT)
(Please note late submissions may be penalized or not considered)

The goal of the Research, Scholarship, and Creative Activity (RSCA) Awards is to support faculty and student engagement in research, scholarship, and creative activities, furthering the mission of the University.

All Unit 3 faculty may compete for funding, including Instructional Faculty, Librarians, Coaches, and Counselors. In order to provide support to the largest number of Cal State LA faculty, we are asking individuals to apply for either a Minigrant Award or an Assigned Time Award. Faculty may not apply to both or submit multiple applications for a Minigrant or Assigned Time Award.

Minigrants

These awards (up to $5,000) allow faculty to test promising ideas. Funds may be used for undergraduate and/or graduate assistants, clerical assistance, travel and supplies necessary for the activity. Minigrants may not be used for faculty release time from teaching assignments. *Minigrants must be expended by the end of the 2024-2025 fiscal year (please ask your Resource Manager for specific date). In addition, a summary report of your funded project must be submitted to the Chancellor's Office and the Office of Research, Scholarship, and Creative Activities.* **NOTE: if funded, proposed expenditures must be approved by your Resource Manager.**

RSCA Assigned Time Awards

Assigned Time awards provide faculty with one course release (three units) to develop or complete research, scholarship, or creative activities. RSCA Assigned Time awards must be taken during the fall 2024 or spring 2025 term. A summary report must be submitted to the Chancellor's Office and the Office of Research, Scholarship, and Creative Activities.

Evaluation of Proposals:

Proposals will be reviewed by the Awards and Leaves Committee (a committee of the Academic Senate) based on the criteria outlined below. Upon the Committee's recommendations, awards will be made by the Provost and Vice President for Academic Affairs.

RSCA Award Evaluation Criteria:

1. (10 points) Overall quality of the project and proposal.

2. (10 points) Contributions to the faculty member's field or discipline of study.

3. (5 points) The degree to which the project encourages and supports faculty in disciplines with few outside resources to support RSCA activities.

4. (10 points) Likelihood for success and completion of the goals of the project.

5. (10 points) Likelihood that the project will contribute to:
   • the strategic mission of the University, including its commitment to inclusivity and diversity
   • a sustained program of scholarship or creative activity by the applicant
   • the publication of a book, monograph, or major article(s)
   • linkages between research, creative and scholarly activity, and student learning outcomes.

6. (5 points) Following Instructions.

Final Report:

A final report summarizing the outcomes of project must be submitted to the Chancellor's Office and the Office of Research, Scholarship, and Creative Activities.

Award recipients must expend all funds by the end of the 2024-2025 fiscal year (please check with your fiscal officer/resource manager for the exact date).

Deadline for Online Application Submission: Monday, April 1, 2024 11:59 PM (PDT).

Online Submission:

Applications will only be accepted through *InfoReady* at https://calstatela.infoready4.com/. You will be required to upload an Approval Page, Narrative, Curriculum Vitae (CV), Budget Page (if applying for a Minigrant) and complete online (InfoReady) application by the submission deadline.

Proposal Format:

The Narrative section should address the listed evaluation criteria in the following format:

I.   Project Description
     If this proposal is a continuation of a previously funded RSCA proposal, please provide justification for continued funding

II. Project Significance

III. Results: Evaluation, Dissemination
     If you received RSCA funding for the 2023 -2024 Academic Year, please provide a brief discussion of your progress in this section

Proposal Submission Checklist:

The submitted proposal must include all of the following:

1. Approval Page (requires both your Chair's signature and your Dean's signature)

2. Narrative section that is no more than five double-spaced pages in length (including diagrams/figures but excluding references), using at least 12 pt. type font and one-inch margins (top, bottom, and sides).

3. Two-page curriculum vitae, using 12 pt. type font and one-inch margins

4. Budget Page **only if applying for a Minigrant** (use the attached form)

5. Complete online (InfoReady) application

The Online Application for each award can be accessed through the following link:
https://calstatela.infoready4.com/

If you have any questions, please email: research@calstatela.edu