

**FUND YOUR RESEARCH WITH GRANTS**  
**CSUSB Winter 2021 Grant Proposal Development Program**  
**Call for Faculty Participants**

**APPLICATION GUIDELINES**

*The Grant Proposal Development program is designed to provide resources for RFA specific research idea or proposal refinement, editorial and writing support, mentoring, and peer- accountability for the timely submission of high-quality proposals.*

By joining this program, all working group faculty participants will have access to model proposal elements, proposal development support including 1:1 mentoring to help you meet your deadline, and to improve the quality of your submission to compete for federal funding. This program will offer support in editing or critiquing various versions of proposal developed.

This program will begin with a two-day research grant proposal workshop on January 12-13, 2021, where faculty will work on expanding their and/or strengthening their proposal draft. They will get to interact with other CSUSB faculty who are also submitting to a similar program (peer group). There will be breakout sessions to work on various proposal elements by sharing best practices and examining successful models, to help strengthen the proposal piece by piece, to present a cohesive story. Grant development budget of up to \$1,000 and pre-award support will be available. This fund could be used to hire an additional resource such as an External Subject Matter Expert, or a grant editor or a consultant in their discipline prior to submission. This fund can also be used to visit federal agencies and/or to attend grant writing trainings offered externally.

Additionally, the faculty selected to this program, will be eligible for professional development fund (\$1,000), **after** they submit their proposal. The development fund can be used for travel to conference, site visit to collaborator's work, etc.

**I. ELIGIBILITY:**

- Applications to this program are open to all full-time instructional faculty who are at all stages of their grantsmanship.
- Applicants must be available to participate fully in the kick-off workshop on January 12<sup>th</sup> and 13<sup>th</sup>, 2021 and attend monthly meetings or check-ins with program staff and/or external faculty consultant. For all meetings, virtual participation will be an option, and a zoom meeting link will be provided.

**II. APPLICATION DUE DATE:**

- **Before 11:59 p.m. on December 18<sup>th</sup>, 2021 via the InfoReady Review site (<https://csusb.infoready4.com/>)**

**III. TARGETED PROPOSAL DEVELOPMENT PROGRAM ACTIVITIES:**

- Two-day research grant proposal development workshop: January 12 and 13, 2021, 9:30 a.m. – 5:00 p.m.
- Individual/cohort monthly meetings or check-ins

- One-on-one consultations with a grant development mentor/facilitator
- Ongoing access to peers, grant reviewers, and proposal editors

#### **IV. PROPOSAL DEVELOPMENT PROGRAM PROFESSIONAL DEVELOPMENT SUPPORT:**

- To develop and submit a high-quality proposal to NIH or NSF, by participating in the Proposal Development PROGRAM.
- Grant development budget – up to \$1,000. This fund can be used to hire an additional resource such as hiring of a Subject Matter Expert or a mentor, or a grant editor or a consultant in their discipline. This fund can also be used to visit federal agencies and/or attend grant writing trainings offered externally.
- All requests have to go through the Office of Academic Research.
- After submitting a grant proposal, each participant will have the opportunity to request professional development funds up to \$1,000. The development fund can be used for travel to conference, site visit to collaborator's work, etc.

#### **V. APPLICATION REVIEW CRITERIA:**

- Applicant's readiness to submit a grant proposal (i.e. research and/or creative activity record as evidenced in CV).
- Project's potential for successful extramural funding.

#### **VI. NUMBER OF AWARDS:**

Collectively, up to 15 participants will be accepted to the program.

#### **VII. APPLICATION PREPARATION AND SUBMISSION STEPS:**

##### Formatting Guidelines

- *Page Formatting: Applicant are strongly encouraged to use only a standard, single-column format for the text.*
- *Proposal Margin and Spacing Requirements: The proposal should conform to the call you are responding to (NIH or NSF) but font must be at least 11 points.*
- *Follow the guidelines provided by the funder.*

#### **STEP 1: APPLICATION NARRATIVE (SECTIONS a-f)**

Create the application narrative (4 page limit). The narrative must include the following sections and mirror the RFA you are applying to (for example, if applying to NIH R15, mirror the solicitation guidelines):

- Tentative Proposal Title**
- State the program you are applying to and your target deadline**
- Research Proposal Abstract** (200 word limit): Briefly summarize the research project for which funding is being sought. Include background, significance, specific aims, methods, and innovative aspects of your proposed research project.
- Research Project Description:** Provide a brief description of your research project for the proposed grant. Provide background, significance, specific aims, and innovative aspects of your proposed research project including a timeline for activities proposed
- Budget:** Develop a rough budget to align with the RFA and your project
- Collaborators:** a list of potential collaborators for the grant proposal project (on-campus or off-campus), if any. Provide contact information. Indicate if you have worked with them in the past

or are currently working with them.

**STEP 2: CREATE A NSF OR NIH STYLE BIOGRAPHICAL SKETCH** (depending on the call you are applying to, follow the agency guidelines for page limits and format)

**STEP 3: APPLICATION SUBMISSION**

- Your submission must be received no later than 11:59 p.m. December 18, 2021 via InfoReady Review site (<https://csusb.infoready4.com/>)

**PROGRAM INQUIRIES:**

- For program inquiries, please contact: Cynthia Crawford ([ccrawfor@csusb.edu](mailto:ccrawfor@csusb.edu))