

Sustainable Food Systems Mini-Grant Guidelines

Proposals Due: April 1, 2025, by 11:59 PM

Award Period: May 2025 – August 2025 (*mini-grant funds must be spent by August 31, 2025*)

CSUSB is invested in developing capacity in the area of Sustainable Food Systems, including the development of a minor in Sustainable Foods Systems, as well as funding faculty research and community partnerships in this area. The purpose of this mini-grant series is to provide funding to faculty to 1) build community partnerships related to food systems or 2) conduct food systems research that engages students or benefits the community.

Each award will be \$5,000 and can be used for supplies, equipment, faculty summer salary, and student summer salary. This award cannot be used for a course buyout. Additionally, these funds are distributed upon use and submission of receipt.

Faculty in 12-month classifications or instructional faculty teaching during the summer session might not be eligible for this award due to the limitations on the total time base found in Article 36 "Additional Employment," of the Collective Bargaining Agreement.

Proposals will be reviewed by two to three independent reviewers and will be evaluated based on the following criteria:

- a. **CLARITY:** The proposal must clearly and concisely describe the project as a whole, using non-specialist language.
- b. **RELEVANT IMPACT:** The proposal must clearly relate to sustainable food systems and meet one of the two objectives of this call: building community partnerships in this field or conducting research in this field that engages students or benefits the community.
- c. **OBJECTIVES:** The proposal must describe the objectives of the project and elaborate on the following: (1) the reasons for the applicant's undertaking the project; (2) the purpose of the project; (3) the projected results of the project; (4) how the results fit the applicant's future research plans; and (5) the project's relation to other activity being conducted by the faculty member.
- d. **METHODS:** The proposal must clearly describe the activities, including methods and procedures that the faculty member will conduct, and must clearly show that the faculty member has designed these activities to meet the stated objectives.
- e. **FEASIBILITY:** The proposal must present an organized plan of action that demonstrates that the project is feasible.
- f. **OUTCOMES:** The proposal must elaborate on the expected end product of the project. This can be results such as publication (i.e., books, monographs, articles, or scholarly papers), creative activity (i.e., gallery showings, concerts, or theatrical productions), or external grants.
- g. **PRIOR AWARD:** Faculty who have received mini-grant funds from this parent grant previously will have less priority in the review process, as one objective of the parent grant is to support as many faculty as possible.

Proposal Submission Follow the instructions for the mini-grant narrative and submit your proposal to kassandraharding@unr.edu no later than 11:59PM on April 1, 2025.