

From: Provost & Vice President for Academic Affairs <Provost@csusb.edu>

Sent: Friday, April 11, 2025 9:54 AM

To: Faculty <faculty@groups.csusb.edu>

Cc: Jenna Aguirre <jenna@csusb.edu>; Janette Garcia <jygarcia@csusb.edu>; Sandy Bennett <Sandy.Bennett@csusb.edu>

Subject: Catalytic Investment on Research and Innovation Seed [CiRIS] Program

Catalytic Investment on Research and Innovation Seed [CiRIS] Program

CSUSB faculty continue to be successful in conducting innovative research, engaging students, publishing quality work, and securing external funding for their research. Over the past decade, CSUSB has consistently maintained over \$10 million in research expenditures annually. Additionally, while Aim 2 of our ASPIRE grant focuses on building and expanding the research infrastructure on our campus, faculty consistently noted the unavailability of time as a fundamental barrier to expanding campus research capacities.

To increase the support for research, and creative and other scholarly activities – especially projects that lead to external funding – we are happy to continue the “Catalytic Investment on Research and Innovation Seed (CiRIS) Program.” This program provides seed funding for faculty to focus on their research and creative activities with the primary ambition of identifying sources of external funding that will support their research in the long run. The CiRIS program provides up to **\$37,325** to help fund faculty research and the submission of an external grant proposal. Funds may be used for (1) up to four course releases (not more than two course releases in a given semester), (2) summer stipends, (3) collaborations internally or externally, (4) grant writing, and/or (5) supplies. Funds must be used from January 1, 2026, through May 30, 2027. A preliminary grant clearly demonstrating project progress must be submitted to the dean of the appropriate college by November 15, 2026, to have access to the remaining funds in Spring 2027. A final grant proposal to an external agency must be submitted by May 30, 2027. It is expected that the external grant proposal will have full indirect cost returns.

We intend to support **three (or more) proposals** each year, subject to the availability of funds.

Application Components:

Abstract: 1-page maximum summary of the project, including the Specific Aims of the project.

Narrative: (5 page maximum)

- Background or Literature Review
- Summary of the project
- Timeline with major events
- Identify a proposed external grant with a short explanation of how this project will lead to a successful grant application. The proposed grant is expected to include full indirect cost returns, and the direct costs exceed \$100,000.

Budget: A spreadsheet of costs for each term

- 1 course/3 WTU = \$7,465
- Maximum in Summer Salary = \$5,740
- Supplies- \$1,725
- Grant assistance- \$7,465

Budget justification: Briefly justify each expense.

Key Personnel: A 2-page max (NIH/NSF/DOE or other style) CV of each person who will receive Assigned Time. This should demonstrate your ability to be successful.

Submission deadline: September 30, 2025

Selected proposals will be announced by October 30, 2025. Please use this InfoReady link: <https://csusb.infoready4.com/#applicationGrid/1970001>

Notes:

We include a few examples of federal grant agencies and their expectations. These are just examples only and there are many other agencies you may consider submitting your grant applications to.

NIH grades on 3 factors:

1. Importance (significance, Innovation)
2. Rigor and Feasibility (Approach)
3. Expertise and Resources (Investigator, Environment)

NSF grades on:

1. Intellectual Merit
2. Broader Impacts/Diversity

3. Program specific metrics

DOE grades on:

1. Scientific content/merit
2. Completeness
3. Program priorities

Office of the Provost and Vice President for Academic Affairs

California State University, San Bernardino

(909) 537-5024

WE DEFINE THE *Future*