ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

Background Statement:

In 1988-89, the State Faculty Support Grant (SFSG) program was funded for the first time. In August of 1988, the Executive Committee of the Academic Senate approved provisional guidelines for the first grant cycle.

The Academic Senate revised its bylaws so that the Research Committee could be elected and be eligible to review SFSG proposals in the next cycle. The Senate also asked the committee to review and revise the guidelines as appropriate and to report on these changes.

The Research Committee has reviewed the guidelines and revised them to bring them into compliance with Chancellor's Office regulations promulgated after the interim guidelines were approved. Other than these changes, no substantive changes have been made.

AS-324-89/RC
RESOLUTION ON
STATE FACULTY SUPPORT GRANTS

WHEREAS, The State Faculty Support Grant guidelines have been revised by the Academic Senate Research Committee;

WHEREAS, The changes have been minor, intended to bring the interim guidelines into compliance with late instructions from the Chancellor's Office; and

WHEREAS, The interim guidelines adopted last year by the Executive Committee of the Academic Senate functioned well to assure the responsible distribution of state funds for research, scholarship, and creative activity; therefore, be it

RESOLVED: That the Executive Committee of the Academic Senate approve the attached guidelines for State Faculty Support Grants for distribution to faculty.

Proposed By:
Research Committee
Date: June 6, 1989
PROCEDURES FOR REVIEW OF STATE FACULTY SUPPORT GRANTS
California Polytechnic State University
San Luis Obispo, California

Preliminary guidelines were drafted by the Academic Senate Research Committee and approved by the Executive Committee of the Academic Senate. After the June 14, 1988, coded memorandum AAP 88-26 clarified that the review process must be developed by an elected committee, the Academic Senate revised its bylaws to make the Academic Senate Research Committee an elected body.

The Academic Senate Research Committee (ASRC) revised the original guidelines (Attachment A). The goals of the program as defined in the criteria laid forth by the Chancellor's Office and the State Legislature guide the determination of proposals recommended for award. No set proportions are used for numbers of awards for minigrants, summer fellowships, or quarter leaves. There are no set percentages or minimum awards for each school.

Guidelines will be issued to faculty in the Spring Quarter. Faculty will submit proposals by Monday, October 2, 1989 to the Graduate Studies, Research, and Faculty Development Office via the department chair and the school dean.

Each proposal will be reviewed first by two peer reviewers. These peer reviewers will be selected by the school/library representative on the ASRC. Copies of proposals will be sent to peer reviewers by Monday, October 9 with evaluation instructions (Attachment B: memo of instructions and evaluation form).

Peer reviewers evaluate proposals and send evaluation sheets to the Graduate Studies and Research Office by Monday, October 23. A log of proposals will be compiled and distributed to the committee with copies of peer reviewer sheets for that school. The committee convenes to discuss the proposals. If possible, one meeting is allotted to discuss the proposals from each school and the library. Schools are scheduled for presentation starting with those having the smallest number of proposals.

Each school/library representative presents a case for each proposal from that school. The representative summarizes the quality of the proposal and additional criteria for each proposal, identifying special characteristics such as lack of access to external grants, affirmative action status, stage of career/non-tenured status, cost-effectiveness of proposal, and relationship to needs of the state. The committee then judges each proposal on overall merit and grant worthiness and makes (1) unconditional recommendation to fund, (2) conditional recommendation to fund, or (3) recommendation to deny.

After all eight sets of proposals have been discussed, the unconditional recommendations are funded. If there are more unconditional recommendations for funding than dollars available, the committee will start with those that received the lowest scores for quality and eliminate according to those having the fewest special characteristics. The committee will identify alternates for awards in case some recipients turn back their awards.

If funds remain after all unconditional recommendations have been awarded, the conditional recommendations are reviewed and ranked paying particular attention to the special criteria as above. Those with the higher number of special characteristics get priority. If funds remain after these proposals are funded, another grant cycle will be initiated in the Winter Quarter, but only for summer fellowship awards.

Recommendations are made to the Vice President for Academic Affairs by Tuesday, November 21. Recommendations for reduced awards are negotiated by the Associate Vice President. Award notifications are made by the end of the Fall Quarter.
1989/90
STATE FACULTY SUPPORT GRANTS
Schedule of Events

6/15/89 Guidelines distributed.
9/11/89 Adopted by the Academic Senate Executive Committee (as Senate)
9/12/89 Meeting with faculty to discuss guidelines - Fall Conference.

10/2/89 Campus deadline.
10/3/89 Proposals sent to ASRC representatives to select peer reviewers.
10/9/89 Proposals sent to peer reviewers with rating instructions
10/9/89 - 10/23/89 Peer reviewers review proposals.
10/23/89 Peer reviewers send evaluations to Graduate Studies and Research Office.
10/25/89 Log of proposals and peer review evaluations sent to ASRC.
10/27/89 - 11/17/89 Committee discusses proposals.
11/21/89 Recommendation for awards, alternates, denials sent to Vice President for Academic Affairs
12/8/89 Award notices sent out.
State of California

Memorandum

To: Campus Faculty

Date: June 15, 1989

File No.: 

Copies: W. J. Baker
M. W. Wilson
School Deans
D. Walch

From: Robert Lucas, Associate Vice President
Graduate Studies, Research, and Faculty Development

Subject: STATE FACULTY SUPPORT GRANTS

Attached are guidelines for the State Faculty Support Grant competition for 1989-90. We are distributing them to you now to allow you as much time as possible to prepare your proposals before the deadline of October 2, 1989. We anticipate that the campus will have $150,000 again next year to distribute in this program.

A Fall Quarter review cycle is mandatory if we are to allow adequate time for you to spend the funds during the 1989/90 academic year. Funding is sufficient to make up to 40 awards.

If you have questions, please contact me at extension 1508. Further information about this competition will be given during Fall Conference at the Workshop on Professional Development Activities, 3:30 p.m. on Tuesday, September 12, in University Union 207.
GUIDELINES FOR
STATE FACULTY SUPPORT GRANTS
1989/90

The purpose of the State Faculty Support Grant (SFSG) Program is to support research, scholarship, and creative activities that will help faculty remain current in their disciplines and that will contribute to knowledge that will strengthen California socially, culturally, and economically. Faculty defined as members of Unit 3 are eligible to compete for funding. Non-tenured faculty and those in disciplines with few outside resources for research, scholarship, and creative activity are particularly encouraged to apply. Awards will seek to complement and promote the affirmative action and educational equity goals of the CSU system.

Instructional improvement grants per se are not allowed. That is, the program is intended to fund traditional research, scholarship, and creative activities. The grant activity must be related to the generation of new knowledge and learning or, in the case of the arts, to experimentation in techniques and in the production of art works. In the proposal you will need to demonstrate how the research, scholarship, or creative activity will improve you as a teacher and benefit the instructional program. For all State Faculty Support Grants, the overriding criteria for support will be how the proposed activity ultimately enhances student learning. **Deadline for proposals is October 2, 1989.**

**Types of Support**

The State Faculty Support Grant program supports activities which advance the discipline or field. These activities will use the approaches of a discipline or field to create new and generalizable knowledge, or to develop new art forms or expressions. The program offers three types of support:

- Minigrants of up to $5,000, to be expended during the 1989/90 academic year. These grants will allow faculty to test promising ideas and obtain preliminary results prior to seeking external support for an activity. Funds may be used to buy adequate computer time, to pay undergraduate and graduate students as research assistants, to purchase secretarial assistance for typing manuscripts and proposals, or for other similar purposes. Minigrants may not be used to buy equipment (i.e., items that cost more than $500 and that last more than four years), or to buy assigned time.

- One month (or in unusual circumstances, two month) summer faculty fellowships in the summer of 1990 to provide support to inaugurate, continue, or complete a project of creative scholarship or research. Summer fellowships must begin after the end of the Spring Quarter and before June 30, 1990. While you are holding the Summer Fellowship, you will not be eligible for other additional employment through the CSU or its auxiliaries. (Summer fellowships are taxable income.)

- A quarter leave at full pay in Winter or Spring Quarter, 1990, to develop or complete an appropriate activity related to one's academic discipline. Those accepting a quarter's leave will be required to teach the next two quarters in normal rotation immediately following completion of the leave. These guidelines supersede policies stated in CAM 386.6. Assigned time of less than a full quarter's leave is not an option in the SFSG competition.

You may write a proposal for a single activity that requests support from two different grant categories. For example, you can request a quarter leave, with a minigrant to supply you with materials and supplies. Please note, however, that such a request may become expensive. The review committee will consider cost as an element in its prioritizing of proposals. Also note that it may be difficult logistically to complement a summer fellowship that runs through the middle of August, 1990 with a minigrant that must be expended fully by June 30, 1990.
Criteria

Proposals will be evaluated on the following criteria:

**SIGNIFICANCE:** (Including the importance of the topic; role in advancing the field or discipline; need for or anticipated benefit from the creative activity; contribution of the creative activity in fostering excellence, vitality, and diversity in the arts; impact on student learning; relationship to strengthening the curriculum; contribution to knowledge that will strengthen California socially, culturally, and economically; and relationship to the affirmative action goals of the university.) MAXIMUM SCORE - 5 POINTS

**METHODOLOGY:** (Including completeness and precision in detailing such facets as compatibility with stated objectives; overall design or organization; knowledge of related work or implementation of newest findings, time schedule, cost effectiveness of budget. For creative activities, criteria include adequacy of plan for commitment of imagination, thought, and expression in an articulated direction; demonstrated ability to sustain creativity as evidenced by previous work.) MAXIMUM SCORE - 7 POINTS

**QUALIFICATIONS OF PRINCIPAL INVESTIGATOR AND ADEQUACY OF FACILITIES:** (Including consideration of how well prepared the principal investigator/scholar is to pursue the goals of the grant; considers qualifications, promise, and stage of career development of the principal investigator; the availability of facilities, equipment, or other resources necessary to meet the objectives of the grant. For creative activities, criteria include adequacy of the material conditions necessary to facilitate the creation, production, presentation, or exhibition of innovative and diverse work.) MAXIMUM SCORE - 5 POINTS

**POTENTIAL:** (Including consideration of the project's potential for new contributions, or promise of leading to external funding.) MAXIMUM SCORE - 3 POINTS

Proposal Contents

Each proposal should include a detailed narrative describing the work, a time line for completion of the project, and a statement about how the resources requested are necessary to complete the project. **With the exception of summer fellowships, all funds and salary support must be utilized by June 30, 1990.** Proposals should cover the following topics in order, as appropriate to field or discipline:

1. A description of the project's goals and objectives in non-technical language.

2. A discussion of significance of the project. You should answer the following questions as they are appropriate to your proposed activity.
   a. What is the importance of the problem or need for the creative activity?
   b. How does it relate to teaching assignment? specific courses? new courses?
   c. How does what you propose enhance student learning?
   d. What role, if any, will the project play in supporting the university's affirmative action goals?
   e. If project is a creative activity, how will it foster excellence in, or increase appreciation of, the arts?
3. A detailed plan of work, including methodology, tasks, and time schedule.
   a. What previous work gives evidence of this project's feasibility?
   b. How is the design related to objectives?
   c. What are the tasks? time schedule?
   d. What facilities or material conditions are needed? are they available?
   e. What help is needed? What undergraduate and/or graduate student assistance is needed?

4. A description of how research findings will be used, whether for publication in refereed journals, for presentation in artistic exhibitions, for development of curricular materials, or for other purposes.

5. For minigrants, a budget in which line items are clearly related to the activity of the grant. The budget should follow the format below, listing only the applicable categories. Include an explanation for all categories of support requesting more than $500.

<table>
<thead>
<tr>
<th>Amount</th>
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<tbody>
<tr>
<td>Personnel</td>
</tr>
<tr>
<td>Temporary Help</td>
</tr>
<tr>
<td>Student Assistant</td>
</tr>
<tr>
<td>Graduate Assistant</td>
</tr>
<tr>
<td>TOTAL PERSONNEL SERVICES</td>
</tr>
<tr>
<td>Operating Expense and Equipment</td>
</tr>
<tr>
<td>Supplies and Services</td>
</tr>
<tr>
<td>On-Campus Duplicating</td>
</tr>
<tr>
<td>Off-Campus Printing</td>
</tr>
<tr>
<td>Travel (In-State)</td>
</tr>
<tr>
<td>Travel (Out-of-State)</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>TOTAL OPERATING EXPENSE</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
</tr>
</tbody>
</table>

Minigrants must be expended before the end of the fiscal year. Normal state deadline for purchase orders, paying student assistants, and so on, will require that some expenditures be encumbered well before the end of the fiscal year. Ask your department head/chair to help you plan your grant expenditures.

For a summer fellowship, the amount for a one-month award will be the same as the salary payment for the last month (June) of the current academic year. The budget line item for quarter leave salary is calculated at the replacement level; the figure of $12,850 should be used in all cases. Faculty members who receive quarter leaves, however, will receive their normal salary for the quarter.

If you have submitted or will be submitting this proposal to any other source, internal or external, for full or partial funding, please explain the circumstances fully here.
APPENDIX A:

A brief biography, including a personal bibliography, listing universities attended, years, degrees, major field, pertinent work, related research, creative activity, or scholarship. A vita or resume must be attached.

APPENDIX B:

List and explanation of the assigned time, sabbaticals, grants, both internal and external, and other monetary awards you have received in the past five years for research, scholarship, and creative activities. You should discuss the availability of grants in your field, specifically in relation to this project. Is outside funding possible at this stage? Later? You may wish to include information about other grant writing efforts you have made or plan to make in relation to your current proposal. If you received a grant for this activity already, how does this proposal differ from it and relate to that grant?

The above narrative and two appendices should be stapled to the cover page, abstract, and significance forms to complete your proposal. The proposal, with original signatures and nine copies of all materials, is due in the Graduate Studies, Research, and Faculty Development Office (Administration 317) by 5:00 p.m. on Monday October 2. If you have questions, please call extension 1508.

Review of Proposals

All proposals will be reviewed first by two peer reviewers and then by the Academic Senate Research Committee. Announcements of awards will be made by the end of the Fall Quarter. Minigrants will be effective immediately upon award. Quarter leaves will begin at the start of the leave period. Summer fellowships must begin after the end of the Spring Quarter and before July 31, 1990.

Reporting Requirements

Following termination of the grant, a final report with an extended (one to two page) abstract must be filed with the Office of the Associate Vice President for Graduate Studies, Research, and Faculty Development. This report will describe the impact of the results. The extended abstracts will be published in a collection to share the results of the projects with the academic community and others interested in the impact of the State Faculty Support Grant program.

Proposal Checklist:

- [ ] Cover page with signatures (Form SFSG1)
- [ ] Abstract (Form SFSG2)
- [ ] Significance and Impact Summary (Form SFSG3)
- [ ] Narrative
- [ ] Appendix A (Resume)
- [ ] Appendix B (Other grants)
STATE FACULTY SUPPORT GRANT PROPOSAL
1989/90
COVER PAGE

Submit an original and nine copies to: Graduate Studies, Research, and Faculty Development Office, Administration 317, Ext. 1508
Deadline: October 2, 1989

Title of Proposal: _______________________________________

Name: ______________________________________ Department: ______________________________________

Rank (as of September, 1989): ___________ Step (Scale 1-20): ________________________________
Tenured ___________ Tenure Track ___________ Non-tenure Track ___________
I have taught at the college level ____ years as a tenure track faculty member.

Support and Amount requested:

☐ Minigrant $ _____ Project Duration: Beginning _______ Ending _______
☐ 90 Summer Fellowship ☐ One Month ☐ Two Month $ _________
☐ Quarter Leave $ _______ Wtr or Spr Quarter, 1990 (circle one)
I have received _____ will apply for _____ sabbatical/leave with difference in pay for
academic year 1988/89 _____ 1989/90 _____ 1990/91 _____.

Principal Investigator ___________________ Date ___________________

ENDORSED:

Department Head/Chair ___________________ Date ___________________

Dean ___________________ Date ___________________

Rev 6/5/89 SFSG1
STATE FACULTY SUPPORT GRANT PROPOSAL
1989/90

Name: ___________________________  Department: ___________________________

Title of Proposal: ___________________________

Support and Amount requested:

☐ Minigrant  $ __________  Project Duration:  Beginning _______  Ending _______

☐ '90 Summer Fellowship  ☐ One Month  ☐ Two Month  $ __________

☐ Quarter Leave  $ ________  Wtr or Spr Quarter, 1990 (circle one)

ABSTRACT (250 words - Summarize the project in its entirety, being careful not to simply repeat the introduction and rationale):

Rev 6/5/89  SFSG2
SIGNIFICANCE AND IMPACT SUMMARY

Project Title ____________________________________________

Project Description _______________________________________

_________________________________________________________________

Anticipated Results (Examples: Scholarly paper, additional external funding; initiation of long-term scholarly activity; completion of scholarly activity; conference presentation; classroom application, etc.) Please explain __________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Importance of this research, scholarship, or creative activity to the academic discipline (Note: If campus application asked a similar question, original question and response may be entered here.) ____________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Number of students directly involved in grant activity paid and unpaid: enter number ______

List of courses taught or to be taught by award recipient that are related to the research project and that may be expected to benefit by it (show course prefix, number, and title, or if course is not now offered, indicate that it is planned):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Rev 6/5/89

SFSG 3
Memorandum

To: Peer Reviewer

Date: October 9, 1989

From: School Representative
Academic Senate Research Committee

Subject: STATE FACULTY SUPPORT GRANT PROPOSAL REVIEW

Thank you for agreeing to review State Faculty Support Grant proposals from your school. Attached you will find copies of the proposals for the State Faculty Support Grant Program from members of your school. Also attached are copies of the "Peer Review Evaluation Form" to be used to evaluate each of the enclosed proposals.

ROLE OF PEER REVIEWERS

Your role as peer reviewer is to evaluate each enclosed proposal utilizing the criteria listed on the review form, in the context described in this memo. Please fill out an evaluation form for each proposal and return all of them to the Graduate Studies and Research Office by Monday, OCTOBER 23rd, 1989. Meeting this deadline is very important because of the minimal time available to the committee to complete the review so that awards can be made by the end of the Fall Quarter.

Your evaluation and comments will be used in the deliberations of the Academic Senate Research Committee (ASRC), but will not be the sole criteria used for recommending proposals to be funded.

Please keep the proposals confidential. Since your evaluation is not used for personnel action, your written responses will be kept confidential. If a proposal is turned down, however, general comments about relative areas of weakness will be made without quotation or attribution. These comments will be drawn from the total review process, including the Academic Senate Research Committee's review, and will be shared with writers primarily so they can improve their proposals for future applications.

CRITERIA ON WHICH TO EVALUATE PROPOSALS

1. The "Peer Reviewer's Evaluation Form" itself contains the four criteria for review. Use these criteria as a checklist while reviewing each proposal. Total score possible varies for each criterion; maximum total score for a proposal is 20.

2. The overall purpose of the State Faculty Support Grant Program is to support research, scholarship, and creative activities that will help faculty remain current in their disciplines, pursue new ways to enrich
student learning, and contribute to knowledge that will strengthen California socially, culturally, and economically.

Instruction improvement grants, per se, are not allowed. That is, this program is intended to fund traditional research, scholarship, and creative activities of the University of California type. We are, however, required to demonstrate how such research strengthens our instructional program. Thus, the funded activity must be one relating to the instructional mission of the faculty member.

PROCEDURES

Please check one of the boxes near the bottom of the "Peer Reviewer's Evaluation Form" to record your evaluation of the overall quality of each proposal. If you believe a proposal is particularly strong or deficient in any of the four criteria, please note this in the "comments" section. Comments are essential for the Committee's deliberations.

Consider "quality" as an absolute term, but take it in the context of Cal Poly. That is, if you have three proposals to read, the proposals should not be rated in comparison to each other, but in terms of the quality of research you consider worthwhile and accomplishable at Cal Poly. Please do not rate all proposals high as a favor to your department or school. Last year, when some reviewers rated all the proposals they read as excellent, the university-wide review committee disregarded all their evaluations.

If you have any questions, please call me at ___ or Bob Lucas at x1508.

encl: Proposals and blank peer reviewer's evaluation forms
PEER REVIEWER'S EVALUATION FORM
STATE FACULTY SUPPORT PROGRAM 1989/90

Applicant's Name: ____________________________ Department: ____________________________

Title of Proposal: ____________________________

SIGNIFICANCE: MAXIMUM SCORE - 5
(Including the importance of the topic; role in advancing the field or discipline; need for or anticipated benefit from the creative activity; contribution of the creative activity in fostering excellence, vitality, and diversity in the arts; impact on student learning; relationship to strengthening the curriculum; contribution to knowledge that will strengthen California socially, culturally, and economically; and relationship to the affirmative action goals of the university.)

SCORE

METHODOLOGY: MAXIMUM SCORE - 7
(Including completeness and precision in detailing such facets as compatibility with stated objectives; overall design or organization; knowledge of related work or implementation of newest findings, time schedule, cost effectiveness of budget. For creative activities, criteria include adequacy of plan for commitment of imagination, thought, and expression in an articulated direction; demonstrated ability to sustain creativity as evidenced by previous work.)

QUALIFICATIONS OF PRINCIPAL INVESTIGATOR AND ADEQUACY OF FACILITIES: MAXIMUM SCORE - 5
(Including consideration of how well prepared the principal investigator/scholar is to pursue the goals of the grant; considers qualifications, promise, and stage of career development of the principal investigator; the availability of facilities, equipment, or other resources necessary to meet the objectives of the grant. For creative activities, criteria include adequacy of the material conditions necessary to facilitate the creation, production, presentation, or exhibition of innovative and diverse work.)

POTENTIAL: MAXIMUM SCORE - 3
(Including consideration of the project's potential for new contributions, or promise of leading to external funding.)

Comments: ____________________________

TOTAL SCORE

☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Poor

Reviewer's Signature ____________________________ Date ________________
SUMMARY EVALUATION

Title of Proposal: __________________________________________________________

Name: ___________________________ Department: __________________________

PEER REVIEWERS: Score

#1 Evaluation: E VG G F P
Score: ______

#2 Evaluation: E VG G F P
Score: ______

Proposal Quality: Reviewers’ Total Score
Score: ______

Maximum score for each category is two plusses (++):
limited access to grants ______ affirmative action ______
stage of career ______ cost/benefit ratio ______
needs of state ______

Completed by: ____________________________
School/Library Representative

ACADEMIC SENATE RESEARCH COMMITTEE RECOMMENDATION:

Comments:

☐ Unconditional recommendation for grant as requested

☐ Conditional recommendation as follows: ______________________________________

☐ Not Recommended for funding, reasons as follows: ____________________________

6/5/89
To: James L. Murphy, Chair
Academic Senate

From: Warren J. Baker
President

Subject: ACADEMIC SENATE RESOLUTION (AS-324-89/RC)

Thank you for forwarding the resolution on the guidelines for State Faculty Support Grants. I appreciate the Executive Committee's timely action on these guidelines to meet the October 2 deadline for the Fall competition.

I am pleased to accept the recommendations of the Executive Committee. By copy of this memorandum, I am instructing Bob Lucas to proceed with the Fall competition.
MEMORANDUM

Date: September 12, 1989

To: Warren J. Baker, President

From: James L. Murphy, Chair
Academic Senate

Subject: Academic Senate Proceedings of September 11, 1989
RESOLUTION ON STATE FACULTY SUPPORT GRANTS (AS-324-89/RC)

At the Academic Senate Executive Committee meeting of September 11, 1989, the Executive Committee (acting as the Summer Quarter full Senate) unanimously adopted the attached Resolution on State Faculty Support Grants. This resolution is herewith forwarded for your consideration and approval.

It was, however, the general feeling of the Executive Committee that these guidelines should be open to continual modification during the initial years of implementation. This would allow all requirements of the program to be fully realized and procedures streamlined, where necessary, to effectively and smoothly administer all aspects of the grant program.

Attachment

XO: Bob Lucas (memo only)
Proposal response please

Signed 9/18