

**Sylvia A. Alva, Ph.D.**

**Executive Vice Chancellor**

CSU Office of the Chancellor

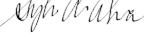
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[www.calstate.edu](http://www.calstate.edu)

March 6, 2023

**MEMORANDUM**

TO: CSU Presidents

FROM: Sylvia A. Alva, Ph.D.   
Executive Vice Chancellor

**ACTION REQUESTED:**  
CSU Faculty  
by April 19, 2023

SUBJECT: Request for Proposals: CSU Creating Responsive, Equitable, Active Teaching and Engagement (CREATE) Awards Program

The California State University Office of the Chancellor is seeking proposals for the Creating Responsive, Equitable, Active Teaching and Engagement (CREATE) Awards Program. The second year of the program underscores the critically important role faculty play in providing high-quality instruction, preparing students for the rest of their educational journey and ensuring that students are career ready. CREATE awards are designed to highlight the importance of accelerating our collective momentum toward closing equity gaps and ensuring a high-quality, engaging learning environment for all students. The program aims to energize faculty commitment to meeting Graduation Initiative 2025 goals by increasing a shared sense of responsibility for student success.

The program invites individual faculty and faculty teams to propose plans that will transform the student experience. Winning proposal(s) will identify a common problem, articulate the ability to advance a solution locally and at scale, have a strong emphasis on equity and demonstrate the ability to institutionalize innovation across the CSU system. The award recipient(s) will be those who can creatively increase the number of bachelor's degrees awarded, shorten time to degree and dramatically reduce equity gaps.

Tenure-track faculty, tenured faculty and lecturers from all disciplines are eligible for the CREATE Award. Recipients must demonstrate innovative teaching practices, course design, course redesign or the development of exemplary supplemental support programs to promote student success. Additional eligibility information can be found in the attached request for proposals.

This is a competitive grant process and not all proposals will be funded. Proposals should be developed to align with one of three funding tiers: up to \$50,000; from \$50,001 to \$100,000 and from \$100,001 to \$150,000. The number of grants issued will be dependent upon the number of applications received and accepted, and their budgets. This program is made possible through the generous support of the College Futures Foundation.

**CSU Campuses**

Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

Request for Proposals: CSU Creating Responsive, Equitable, Active Teaching and Engagement  
(CREATE) Awards Program

March 6, 2023

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Proposals must be submitted no later than Wednesday, April 19, 2023 at 11:59 pm to be considered by the selection committee. For more details about the CSU CREATE Awards Program, please view the request for proposals and the proposal guide (attached) or the [CREATE Awards Program website](#). You may also contact Dr. Chenoa S. Woods, director, Research and Student Success Initiatives, at [cswoods@calstate.edu](mailto:cswoods@calstate.edu). We look forward to recognizing innovative faculty members from your university while elevating and sharing best practices across the CSU. Thank you for your support and participation.

SAA/csw

Attachments

c: Jeff Gold, Interim Associate Vice Chancellor, Student Success  
Chenoa S. Woods, Director, Research and Student Success Initiatives  
Beth Steffel, Chair, Academic Senate, California State University  
CSU Provosts and Vice Presidents of Academic Affairs  
CSU Vice Presidents of Student Affairs

**Creating Responsive, Equitable, and Active Teaching and Engagement(CREATE)  
Awards Program  
2023-2024**

**Proposal Guide**

Please use this proposal guide to prepare your application for the CREATE Awards program. Note that all information provided in this form will need to be entered into the [CREATE online proposal submission form](#). This proposal guide will not be uploaded to the portal; it is only intended to be used to guide the development of your application.

Questions one through seven should be uploaded as one PDF file using the naming convention: Last Name First Name CREATE Proposal.

The budget template (question eight) should be uploaded as a PDF file using the naming convention: Last Name First Name CREATE Budget.

All letters of support (question 11) should be uploaded as one PDF file using the naming convention: Last Name First Name CREATE Letters.

You may direct questions about the application process to Dr. Chenoa S. Woods, director of Research and Student Success Initiatives, at [cswoods@calstate.edu](mailto:cswoods@calstate.edu).

- 1. Contact information and campus details**
  - i. Campus Name:
  - ii. PI Name & Contact Information:
  - iii. Additional Faculty Co-PIs (if applicable):
  - iv. Proposed Budget Tier: (1, 2, or 3)
  - v. Proposed Budget (in dollars):
  - vi. Sponsored Programs Financial Contact of PI's Campus (name & email):
- 2. Program title and abstract.** Include the full title and a brief abstract describing the program. (Up to 150 words.)
- 3. Program narrative.** Describe the program in full. Include the rationale and/or need, program timeline, target student population and expected outcomes. (Up to 800 words.)
- 4. Focus on equity.** Explain how the program explicitly addresses Graduation Initiative 2025 goals and equity in the CSU. (Up to 500 words.)
- 5. Program scalability.** Explain the scalability of the program. Answer the question "To what degree is the program scalable to other student populations and campuses within the CSU?" (Up to 500 words.)
- 6. Evaluation plan.** Describe how the program will be evaluated and assessed. Which measures will be included to determine if the program is effective? Ensure that an IRB application can be submitted and approved if applicable. (Up to 500 words.)

7. **Budget narrative.** There are three tiers of funding available. Proposals requesting funding up to \$50,000 should apply for Tier 1 funding. Proposals requesting funding of \$50,001-\$100,000 should apply for Tier 2 funding. Proposals requesting funding of \$100,001-\$150,000 should apply for Tier 3 funding.
  - i. Describe how funds will be allocated across budget categories. The CREATE program is generously funded by the College Futures Foundation which allows 5% for indirect costs. It is required that you work with your sponsored programs office when finalizing the program budget and submit this proposal with their approval. (Up to 500 words.)
8. **Budget template.** Use the [budget template](#) to describe your spending categories.
9. Upload a **letter of support** from the principal investigator's department chair and/or college dean. The letter must authorize faculty release time, if applicable. If the proposal includes additional co-principal investigators, letters from each faculty member's department chair or dean is required.

**Creating Responsive, Equitable, and Active Teaching and Engagement (CREATE)  
Awards Program  
2023-2024**

**Request for Proposals**

**Program Details**

The Creating Responsive, Equitable, Active Teaching and Engagement (CREATE) Awards Program underscores the critically important role faculty play in providing high-quality instruction, preparing students for the rest of their educational journey and ensuring that students are career-ready. CREATE awards are designed to highlight the importance of accelerating our collective momentum toward closing equity gaps and ensuring a high-quality, engaging learning environment for all students. The program aims to energize faculty commitment to meeting Graduation Initiative 2025 goals by increasing a shared sense of responsibility for student success.

The program invites individual faculty and faculty teams to propose plans that will transform the student experience. Winning proposal(s) will identify a common problem, articulate the ability to advance a solution locally and at scale, have a strong emphasis on equity and demonstrate the ability to institutionalize the innovation across the CSU system.

This is a competitive grant process and not all proposals will be funded. Proposals should be developed to align with one of three funding tiers: up to \$50,000, from \$50,001 to \$100,000 and from \$100,001 to \$150,000. Up to four proposals will be funded in Tier 1, up to two proposals will be funded in Tier 2, and up to two proposals will be funded in Tier 3.

The program is generously funded by the College Futures Foundation.

**Program Timeline**

<b>Date</b>	<b>Activity</b>
March 6, 2023	RFP released
April 19, 2023	Deadline to submit proposals (11:59 PM)
May 2023	Awardees announced
June/July 2023	Subawards issued to campuses
August 1, 2023	Program activity begins
January 22, 2024	Midterm report due to Office of the Chancellor
August 31, 2024	Program activity ends; deadline for spending funds
October 31, 2024	Deadline for submitting final invoices to Office of the Chancellor
October 31, 2024	Final narrative report due to Office of the Chancellor

No-cost extensions will not be granted due to deadlines related to the funding source.

### **Award Eligibility**

Tenure-track faculty, tenured faculty and lecturers from all disciplines are eligible for the one-year CREATE Award. Small teams of faculty, including multi-campus teams, are also eligible to submit a proposal. One faculty member must be identified as principal investigator (PI). If applying as a small team, co-applicants may serve as co-principal investigators. Alternatively, additional faculty and staff may participate and be supported by the award budget.

### **Selection Criteria**

Each proposal should directly address student success and focus on closing equity gaps. Recipients must demonstrate innovative teaching practices, extraordinary course design or redesign or the development of exemplary supplemental support programs to promote student success and close equity gaps. The award recipient(s) will be those who can quantifiably contribute to increasing the number of bachelor's degrees awarded, shorten time to degree or reduce equity gaps by creatively expanding upon research-backed interventions.

Proposals will be evaluated on the creativity and innovation of the programming. The CREATE program is designed to implement new, groundbreaking ideas to advance student success and achieve equity. Proposals that simply expand normal programming or serve a small group of students are unlikely to be funded.

Awardees will be selected based on the quality of responses in required components of the proposal: program narrative, including the rationale or need for the program and expected outcomes; program scalability; program evaluation or assessment; an intentional, thoughtful budget; and submission of letters of support for the PI and each co-PI.

### **Allowable Expenses**

Allowable expenses include but are not limited to:

- Faculty, staff and student staff salaries and benefits (e.g., "buy-out");
- Materials and supplies;
- Consultants and service contracts;
- Software;
- Indirect costs (5% MTDC, per College Futures Foundation Policy);
- Travel and meeting expenses as directly relevant to the project; and
- Additional expenses as allowable within campus regulations.

### **How to Apply**

Proposals must be submitted via the [online proposal submission form](#) by no later than 11:59 pm on April 19, 2023. Each proposal must be submitted using the proposal template and include the following information:

- Contact information and campus details;
- Program narrative, including a focus on equity and scalability;
- Evaluation plan;
- Budget narrative;
- [Budget template](#); and
- Letter(s) of support from department chair and/or college dean.

See the [Proposal Guide](#) for additional information. Proposals must be complete to be considered for funding. Proposals will not be accepted after the deadline.

For questions about the CREATE Awards Program, please contact Dr. Chenoa S. Woods, director, Research and Student Success Initiatives, at [cswoods@calstate.edu](mailto:cswoods@calstate.edu).