![Cal Poly – Learn by Doing – Research, Economic Development & Graduate Education]

REQUEST FOR PROPOSALS
Teacher-Scholar Mini Grant Program

Submission Deadline: May 30, 2023

Background

At Cal Poly, the teacher-scholar model is the embodiment of Learn by Doing for faculty. The teacher-scholar model acknowledges the importance of engagement in continuous learning in one's field as a qualification of teaching. The teacher-scholar model puts students at the center of experiential learning. The Cal Poly framework for the teacher-scholar model was adopted by the Academic Senate in AS-725-11 Resolution on Defining and Adopting the Teacher-Scholar Model and continues to guide our learn-by-doing pedagogy and our commitment to research, scholarly and creative activities. The Teacher-Scholar Mini Grant Program has been developed to support our institutional commitment to advancing discovery, integration, application, and engagement in the context of teaching and learning. With support from the Office of the Provost, the Teacher-Scholar Mini Grant Program expands internal funding to support all areas of teacher-scholar activities.
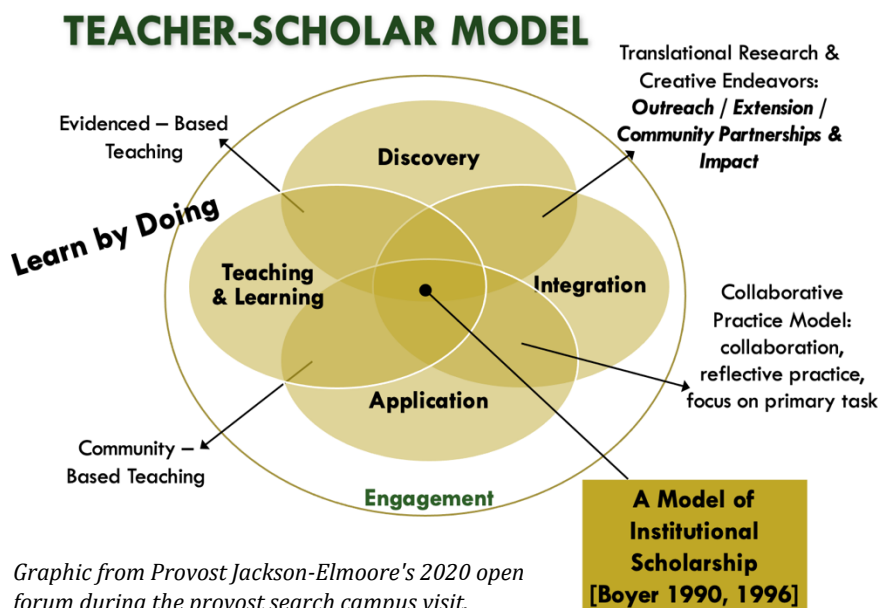
Graphic from Provost Jackson-Elmoore's 2020 open forum during the provost search campus visit.

Synopsis of the Program

Teacher-scholar mini grants are intended to support faculty engagement through several funding options. The program solicits proposals that articulate with any area of the teacher-scholar model. Proposals may request up to $11,000 for work in one of the two core areas and can request supplemental funding for student participation.

1. Discovery & Translation—to develop or carry out a clearly defined scope of work resulting in a scholarly product that advances research, scholarly and creative activities. Fundable areas include but are not limited to basic or applied research; artistic, archival, creative, or design products; peer reviewed publications; professional workshops; research proposals; operational bridge funding for ongoing projects.
2. Teaching & Learning—to support the development of teaching, classroom, or curricular innovations. Fundable areas include but are not limited to those that develop or institute curricular or co-curricular programs; program assessment; innovative practice; collaborative engagement; community engaged teaching and learning.

Student supplement of up to $4,000— in addition to budgeted scope of work (up to $11,000), faculty can request one student supplement of up to $4,000 to support student participation in their funded project. The student supplement can support one or more students but must not exceed $4,000 across all students and must directly connect student participation to learn-by-doing (see additional information below).

Eligibility

All faculty unit employees are eligible to submit for funding, including lecturers, tenure-track, and tenured faculty. Applicants may submit one proposal as either PI or co-PI. Funding will be awarded only to projects that have not already received funding from other sources. Awards are provided only to those who hold a current appointment through the requested duration of funding; exceptions may be granted but require review by the R-EDGE Office of the Vice President and the Dean of the respective college. If you have any questions about eligibility requirements, please email research@calpoly.edu.

Funding Details

The Teacher-scholar Mini Grant Program is intended to support all areas of teacher-scholar activities. Proposals should clearly align project relevance and outcomes with the teacher-scholar model. For more information on how proposals will be evaluated, please find the evaluation rubric at the end of this document. It is incumbent upon the PI to make these elements clear in their application. To be eligible to receive funding, budget and budget justification should clearly align requested funding with project scope of work. All funds awarded must be used for specific approved purposes and may not be converted to other uses without authorization by the Office of the Vice President of Research, Economic Development & Graduate Education.

Start Date and Duration. Projects may begin on or after July 1, 2023. Please note that awards are subject to compliance review (e.g., human subjects, animal subjects, export control, conflict of interest) and project work may not begin until relevant compliance requirements have been met. Additional information will be provided to the PI if the proposed project is awarded. Projects must be completed by June 30, 2024. Proposal timelines should adhere to the allowable timeframe as the program will not allow for rollover or extensions.

Notification. Please note that this is a short-fuse funding opportunity. As such, the submission and award notification timelines have been oriented to allow applicants time to prepare and submit applications with consideration of other internal funding opportunities (e.g. RSCA grant) and to allow appropriate time for review. Applicants will be notified whether their proposals have been awarded by June 23, 2023.

Allowable Expenses. All justified and normally allowable expenses will be considered.

- Faculty compensation. Faculty can request up to $6,000 in added compensation per faculty member, with no more than $9,000 of added compensation across all faculty co-PIs in any proposal.
- Assigned time. Assigned time must be used during the academic year. The maximum amount that can be requested is 4 Weighted Teaching Units (WTUs) per project and per person in an award cycle. Please use the estimated replacement rate of $2400 for budgeting assigned time.
- Support for student researchers (undergraduate and graduate). Student support is an allowable expense and may be included in a proposal budget. Any proposal can also request an additional student supplement (beyond the maximum allowable budget) of $4,000 for student support.
- Support for temporary personnel. This may include consultants and/or collaborators.
- Materials. Supplies, consumables, services (like printing and publishing), and equipment.
- Operating expenses. Bridge or one-time funding to support ongoing projects.
- Travel. Travel may be requested to conduct research, present findings at a conference (including conference registration and virtual attendance), or attend professional development convenings. Travel must contribute to the proposed scope of work (e.g. required workshops, trainings, etc.). Travel reimbursement rates will be based on Cal Poly travel guidelines and must adhere to any COVID 19 or other restrictions in place at the time of travel.
- Incentives for participation. Participant incentives must meet CSU and State fiscal requirements. Contact Research Integrity and Compliance and (research-compliance@calpoly.edu) in advance of submitting your proposal if your project includes incentives so we can assist you in making sure your use of incentives is compliant.

Application Requirements

Applications must be submitted by **Tuesday, May 30, 2023, by 8:00am PST**. No late submissions will be accepted. Applicants may only submit one Teacher-scholar Mini Grant proposal (as PI or co-PI). Applications must include:

- Narrative (not to exceed 2 pages: introduction to project, background, project scope, relevance, and methods appropriate to carryout proposed activities)
- Budget and budget justification (not to exceed 1 page)
- Citations
- Statement on student engagement, if student supplement is requested (not to exceed 1 page)
- Abbreviated, 2-page CV for PI and each co-PI (should include appointment, rank, select projects/publications)

Applications must be submitted through the [Cal Poly InfoReady application system](#). Please refer to the InfoReady template for all application fields.

- From the InfoReady homepage, select "Log In" in the upper right-hand corner, and click on the blue "Cal Poly San Luis Obispo Login" button. Use your Cal Poly credentials to log in. Then click on the 2023-2024 Teacher-Scholar Mini Grant link at the bottom of the "Applications and Competitions for Research Support Programs" page. You will then be able to submit an application.
- Prior to review by the Review Committee, Research, Economic Development and Graduate Education will route submitted proposals for approval by the applicant's Department Chair and Dean after these are submitted by the PI via InfoReady. If selecting assigned time, assigned time requests will be approved via this routing. If a proposal is not approved by a Department Chair or Dean, the faculty member will be notified.

Reporting

Final project reports are due by August 1, 2024. Awardees will be notified towards the end of the project to submit the final report via InfoReady.

Questions? Please contact research@calpoly.edu. Information about this program can also be found on our [website](#).

Review criteria

Proposals will be evaluated according to standardized criteria, including relevance to the teacher-scholar approach; intellectual merit; transformative potential; identified goals and metrics, institutional or otherwise; feasibility; qualifications of the faculty PI/co-PI; and benefit to student engagement (for student supplements). Proposals may outline scholarly inquiry for knowledge production (submit to Discovery & Translation track), develop innovative classroom pedagogy, techniques, programs, or policies (submit to Teaching & Learning track). In order to maximize success, please carefully consider which track is most appropriate for your proposal. Student supplements to funded projects will be granted provided the impacts from student engagement are clearly described and appropriate to the scope of work outlined in the proposal.

Competitive proposals will provide: 1) articulation with one or more areas of the teacher-scholar model; 2) well-written narrative detailing the project and its potential impact; 3) clear and concise scope of work; 4) budget within funding limits; 5) budget justification; 6) timeline for completion; and 7) statement on benefit to student engagement (if supplement is requested).

Evaluation Rubric:

Relevance to the Teacher-scholar Model: 30%
- Does this proposal advance discovery, integration, application, and/or engagement in the context of teaching and learning?
- Does this proposal provide clear, actionable, and assessable outcomes with relevance to teaching & learning?
  OR
- Does this proposal produce research, scholarly or creative outcomes that enhance discovery or translation?

Intellectual Merit: 25%
- What is the potential for the proposed activity to advance knowledge and understanding within its own field or across different fields?
- To what extent do the proposed activities suggest and explore creative, original, or potentially transformative concepts?
- Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale? Does the plan incorporate a mechanism to assess success?
- Are the proposed methods appropriate to the scope of work?

Broader Impacts: 25%
- What is the potential for the proposed activity to benefit society or advance desired societal outcomes?
- To what extent do the proposed activities advance lasting institutional or disciplinary goals?
- To what extent does the project contribute to student-related outcomes?
- To what extent does the project contribute to the PI/co-PI's professional development?

Feasibility: 10%
- Does the proposed research include a plan to accomplish the proposed scope of work?
- Is the time committed to the project adequate?
- Are there adequate resources available to the Principal Investigator (PI) either at Cal Poly or through collaborations to carry out the proposed activities?
- Is the timeline appropriate to the proposed scope of work?

PI (& other team member) qualifications: 10%
- How well qualified is the individual, team, or organization to conduct the proposed activities?
- Does the individual or team have a track record of project completion?