**Funding Opportunity: 2024-25 RSCA Support Mini Grant Pilot (RSG-Mini)**

**Award Cycle:** Academic Year 2024-2025

**Maximum Award Amount:** $2,000

**Submission Deadline:** Friday, November 15, 2024 at 5:00 P.M.

**Electronic Application Submission Required:** Applications must be submitted via email to:  CRSCAgrant2024@csueastbay.edu

**Application Submission Opens:** October 9, 2024.

**Purpose of the RSCA Support Mini Grant Pilot Program:**  
The RSCA Support Mini Grant provides funding to support travel, publication and other costs for faculty involved in research, scholarship, and creative activities.

The mini-grant pilot offers limited funding to cover expenses related to:

* Presenting at off-campus conferences or professional meetings
* Meeting with program officers at external funding agencies
* Attending workshops sponsored by federal and state funding agencies
* Publication costs for RSCA work, including open access fees and book chapter editing charges
* Exhibition or other creative activity travel and/or production costs
* Giving a lecture at an Institution of Learning (museum, library, historical association, etc.)
* Software
* Student Research Assistants
* Research Participant Incentives

**Eligibility Criteria:**

All faculty may apply except those who have not met previous internal RSCA grant reporting deadlines.

**Travel**:

The Committee on Research wants to encourage professional travel and some relevant examples are:

* Presenting work at national peer-reviewed conferences or meetings
* Meeting with program officers at external funding agencies
* Attending workshops sponsored by federal or state funding agencies
* Attending Exhibitions, performances or readings where the faculty member’s work is highlighted
* Giving lectures at an Institution of Learning

The faculty member must provide documentation supporting the stated purpose of travel, such as an acceptance letter for a conference presentation or documentation of upcoming participation in an exhibition, performance or reading of one's work, etc.

Additionally, the faculty member must provide email documentation from their Chair stating that, if the faculty member receives a mini-grant, the Chair would approve this travel.

**Purchase of Software**

Funds for the purchase of software may be requested but, if funded, purchase of the requested item(s) will require review for accessibility and information security (ICT) and must be approved before products can be purchased.

**Production Costs**

If a faculty member is asking for supplies to produce creative work, please be specific in the request.  If a faculty member is asking for publication costs, please be sure to provide information regarding Open Access and the publisher’s contract.

**Paying Students for Research**

Wages for Student Assistants (class code 1870) range from $17.01 to $23.25, depending on the work being conducted and their level of education (i.e., undergraduate or graduate). When budgeting for a Student Assistant, fringe benefits must be included at a rate of 1.45%. The Student Assistant classification may only be used during the academic year and requires that a student be enrolled in a minimum number of units (4 units for graduate students, 6 units for undergraduate students). Please note that students may not be employed more than 50% time (may not exceed 20 hours/week) from all university fund sources during the academic year.

**Review Process and Evaluation Rubric:**  
All proposals will be evaluated based on the following criteria:

* Clarity of Purpose (25 pts)
* Documentation provided (20 pts)

Some examples:

* Letter of acceptance for presentation/performance and chair’s email supporting the travel request
* Letter of invitation to meet with Grants Officer and chair’s email supporting the travel request
* Publications – letter of acceptance included (DOAJ)
* Students – Job description included
* Software – VPAT included
* Research Participant Incentives – Study design document included
* Availability of alternative funding sources (15 pts)
  + Highest points given to those with no other funding available
* Budget justification (25 pts)
* One Page Resume/CV/Biosketch (15 pts)

Final funding decisions will be made by a sub-committee of CRSCA.

**Administration of Funds:**

All state and university policies and procedures related to faculty travel must be followed. For details, refer to the CSUEB faculty travel policy at: [CSUEB Faculty Travel Policy.](https://www.csueastbay.edu/travel/)

**Reporting Requirements:**  
Recipients of awards must report the results of the work supported by this program by June 19, 2025. The report template will be made available by April 1, 2025.  By accepting an award, faculty commit to meeting all reporting deadlines. Failure to meet reporting requirements may disqualify faculty from future RSCA funding opportunities.

For further questions regarding this call for proposals, please contact Anne Wing ([anne.wing@csueastbay.edu](mailto:anne.wing@csueastbay.edu)) or Linda Dobb ([linda.dobb@csueastbay.edu](mailto:linda.dobb@csueastbay.edu)).