

1 California State University, Long Beach CLA Policy Statement 13-- 01

2
3 COLLEGE OF LIBERAL ARTS POLICY AND PROCEDURES
4 FOR RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITY AWARDS
5 V. 2.9
6

7 Approved by CLA Faculty Council 9/18/2024, Signed by Dean:
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9 This policy structures committees that will decide on Research, Scholarly, and Creative
10 Activities (RSCA) awards for reassigned time and faculty small grants and Mini--grants and
11 Summer Stipends (MGSS); enables workload equalization between decision panels;
12 conserves the scarce resource of available faculty committee service time in the College
13 of Liberal Arts (CLA); and identifies eligibility and application procedures for ~~the~~ various
14 RSCA awards.

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40 1.2.3 No more than one person from any department or program can serve on
41 the MGSS sub-committee.

42 1.2.4 Members of this committee may apply for MGSS awards.

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44 1.3 Organizing the RSCA Committee. The RSCA committee will function as an
45 umbrella committee to coordinate the application process for reassigned time
46 and MGSS grants. It will elect, at its first meeting, three members to constitute
the MGSS sub-committee in years when MGSS funds are

78 2.2.1 Tenured/tenure-track faculty not receiving new faculty reassigned time
79 and full-time lecturer faculty are eligible to complete for CLA RSCA
80 Assigned Time awards, inclusive of those receiving research support
81 through other internal or external sources.

82 2.2.2 Tenured/tenure-track and full-time lecturer faculty, including those
83 receiving new faculty reassigned time, are eligible to compete for CLA
84 RSCA Faculty Small Grant funding.

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86 3.0 Award Application

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88 3.1 Faculty are encouraged to apply for support for their research, scholarly, and
89 creative activities. There are two distinct internal award programs granting four
90 types of awards at CSULB: (1) Research, Scholarly and Creative Activities
91 (RSCA) awards for assigned time and faculty small grants and (2) Mini-
92 Grants and Summer Stipends (MGSS) awards. Faculty may only accept one of
 these

116 Academic Senate policy states: "Faculty small grants are monetary awards
117 to facilitate RSCA activities. They may be used for expenses such as
118 student assistance, minor equipment or materials & supplies, or travel to
119 advance RSCA activities.

120 3.3.3 Mini-Grants

121 Academic Senate policy states: "Mini-grants allow recipients to test
122 promising ideas and obtain preliminary results prior to seeking external
123 support. Funds may be used for undergraduate and/or graduate student
124 assistants, clerical assistance, minor equipment, and for travel and
125 supplies necessary for the activity. These mini-grants are intended to be
126 'seed money' leading to the application for external support. Since this
127 award is 'seed money,' acceptance of a mini-grant requires that the
128 application for external funding based on the proposal be submitted

192 human services, education, public administration, or library
193 scholarship.

194 4.3.1.3 Cluster B2: Basic Research in humanities, social sciences, fine
195 arts scholarship.

196 4.3.1.4 Cluster C: Creative Activity in fine arts and creative writing
197

198 4.4 Application Domains

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200 4.4.1 Applications must address the following domains:

201 4.4.2 Information about applicant, including but not limited to name, title,
202 rank, and title of proposal.

203 4.4.3 Proposal text.

204 4.4.4 Faculty history covering the last five years, including: a list of all recent
205 publications and presentations,

206
207 4.4.4.1 a list of sources of workload assigned time for the last four
208 years with a description of duties or activities supported by
209 this assigned time,

210 4.4.4.2 a list of any other sources of support for the project
211 including external support available to the project at the
212 time of application.

213 4.4.4.3 The "last five years" consist of the academic year in which
214 the proposal is submitted (including forthcoming work in
215 that year) and the prior four academic years.
216

217 4.4.5 For Mini-Grants, the proposed Mini-Grant budget.
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219 5.0 RSCA Committee and MGSS Sub-committee Decisions

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221 5.1 Each panel (formed as in 1.3 above) evaluates a set of proposals.
222

223 5.1.1 Panel members shall not see the proposals of other panels except when
224 required for the resolution of ties (see 5.1.8).

225 5.1.2 Panel members' own proposals (or other proposals that could represent
226 conflict of interest: --such as a partner's, spouse's or co- author's) are
227 allocated to other panels.

228 5.1.3 Individual reviewers submit their scores to CLA Dean's office staff, who

229 will remove reviewer identities. Those scores will then be normalized by
230 the RSCA committee chair with support from CLA Dean's Office Staff, as
231 needed.

- 266 5.3.2 Decisions are final. There is no appeals process.
- 267 5.3.3. Applicants are encouraged to review the committee's comments
- 268 concerning the strengths and weaknesses of their proposals.
- 269 | 5.3.4. The list of RSCA and MGSS awardees and the project titles will be posted
- 270 on the CLA website.