

## FACULTY TRAVEL GRANT PROGRAM

<http://www.calstate.edu/csUPERB/grants/faculty-travel-program/>

## 2010 FALL REQUEST FOR PROPOSALS (RFP)

### Key Dates and Information:

RFP Release Date: September 1, 2010

Proposal Deadline: Monday, October 18, 2010 (5:00 p.m. pacific time)

Award Notification: December 2010

Maximum Award Amount: \$1,000

### Program Description:

Part of CSUPERB's mission is to develop a professional biotechnology workforce by mobilizing and supporting collaborative CSU student and faculty research. CSUPERB recognizes that the opportunity to present research and project results is crucial to professional career development.

The CSUPERB Faculty Travel Grant Program supports CSU faculty travel to biotechnology-related professional meetings and workshops or to collect biotechnology-related research data at specialized, shared instrumentation facilities or research sites. **This Fall round of grants will support travel between July 1, 2010 and June 30, 2011.**

CSUPERB plans to issue another RFP in the spring for travel between January 1, 2011 and December 31, 2011. *Please note that each round of grants will support travel within a 12-month window; there is a 6-month overlap between each round's travel window.* This grant program does not make awards to support travel to the CSU Biotechnology Symposium.

### **2010 Fall Faculty Travel Grant Review Criteria:**

- The meeting/workshop or proposed project must be biotechnology related. CSUPERB welcomes and encourages applications from CSU faculty in all disciplines related to the current practice of biotechnology, including but not limited to life sciences, physical sciences, clinical sciences, math, computer science, agricultural science, engineering, and/or business.
- Applicants must describe and provide details about one, specific meeting, workshop or facility/site to which travel is proposed or has occurred.
- Applicants must describe original research data and results (presented, accepted, submitted or to be submitted) and/or relevance of meeting, workshop or data collection to ongoing education and/or research project plans.
- Applicants must provide information about or evidence of matching funds or other resources that make travel feasible if the maximum CSUPERB travel award will not cover entire cost of trip.
- Travel to workshops or meetings at which the applicant is not presenting results or organizing a session must be justified within the context of the applicant's research and/or educational program.
- All other things being equal, applicants who have not won a CSUPERB travel award in the last two years may be given priority for funding.

### **Eligibility:**

- Travel proposed must occur between July 1, 2010 and June 30, 2011.
- The travel grant program is open to tenured or tenure-track CSU faculty.
- CSUPERB will consider only one proposal per applicant at a time to the Travel Grant Program. Applicants are welcome to apply to other CSUPERB Grants and Awards Programs.
- CSU students accompanying faculty on proposed travel should apply independently to the Student Travel Grant Program:  
<http://www.calstate.edu/csUPERB/grants/student-travel-program/>.

- Applicants must submit proposals on the 2010 Fall Faculty Travel proposal template (available at: <http://www.calstate.edu/csUPERB/grants/faculty-travel-program/>).
- Due to the Travel Grant Program timing, the abstract, presentation or data collection planned may not yet be submitted or accepted, but is still eligible for consideration.
- The maximum Faculty Travel Award is \$1,000. The award is paid out when expense reports are filed after travel is complete.

### **Proposal Submission Instructions:**

PROPOSAL DEADLINE: Monday, October 18, 2010 (5:00 p.m. pacific time).

Applicants are required to electronically submit their completed and signed proposals using the CSUPERB OARS system (<http://www.csUPERB.org/oars/login.php>). If you have trouble with OARS, you must contact the program office (619-594-2822) before proposal deadline. The 2010 Fall Faculty Travel proposal template form and submission guidelines are available at the CSUPERB webpage:

<http://www.calstate.edu/csUPERB/grants/faculty-travel-program/>.

Applications that are submitted by the deadline, are complete and meet eligibility requirements, will be evaluated for merit by a review panel comprised of CSUPERB Faculty Consensus Group members. The CSUPERB Program Office makes final funding decisions, based on recommendations made by the review panel, available funds, and programmatic priorities.

In the 2010 spring round of travel grants, 34 proposals were received from 17 different CSU campuses and 10 awards were made to faculty from 8 universities.

### **Post-Award Reporting Requirements:**

CSUPERB disburses funds directly to the appropriate college at each university, not directly to successful travel grant awardees. Thus faculty and student awardees (except

at San Diego State University) submit all paperwork to their own college/department travel clerk rather than to the CSUPERB program office when travel has been completed. The travel award reimbursement cannot be issued, if the proposed abstract is not accepted or travel plans are cancelled.

Successful applicants are required to submit their accepted presentation titles and abstracts and/or a one-page report (<http://www.calstate.edu/csUPERB/grants/report-forms/>) to CSUPERB program office within 30 days after travel is completed. Final reporting helps document the need for and justify continuation of the program. CSUPERB may also contact award recipients for longer-term impact reporting.

**Program Contacts and Addresses:**

**For information about proposal submission system (OARS) and application forms:**

Eric Nedelman, Ph.D.

Administrative Analyst, CSUPERB

nedelman@sciences.sdsu.edu

Phone: 619-594-1203 or 619-594-2822

Fax: 619-594-5291

**For information about this program and RFP:**

Rajni Garg, Ph.D.

Director, Grants & Awards, CSUPERB

rgarg@mail.sdsu.edu

Phone: 619-594-1877

Susan Baxter, Ph.D.

Executive Director, CSUPERB

sbaxter@mail.sdsu.edu

Phone: 619-594-2510