



## **FACULTY TRAVEL GRANT PROGRAM**

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

## **2012 SPRING REQUEST FOR PROPOSALS (RFP)**

### **Key Dates and Information:**

RFP Release Date: February 2, 2012

Proposal Due Date: March 12, 2012 (5:00 p.m. pacific time)

Award Notification: May, 2012

Maximum Award Amount: \$1,500

### **Program Description:**

Part of CSUPERB's mission is to support collaborative CSU student and faculty research. CSUPERB recognizes that opportunities to present research and project results are 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 data at shared instrumentation facilities or research sites.

**This spring round of grants will support travel between January 1, 2012 and December 31, 2012.**

CSUPERB plans to issue another RFP in the fall for travel between July 1, 2012, and June 30, 2013. *Please note that each round of grants supports 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.

### **2012 Spring Faculty Travel Grant Review Criteria:**

- Applicants must 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) or relevance of 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.
- All other things being equal, preference will be given to applicants who have not won a previous CSUPERB travel award in the last two years.

### **Eligibility:**

- The meeting/workshop or proposed project must be biotechnology related. CSUPERB 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.
- Travel proposed must occur between January 1, 2012 and December 31, 2012.
- The CSUPERB travel grant program is open to tenured or tenure-track CSU faculty.
- CSUPERB will consider only one proposal per applicant in a given round of the Travel Grant Program. Applicants are welcome to apply to other CSUPERB Grant and Award Programs.
- Due to the Travel Grant Program timing, abstracts, presentations or data collection not yet submitted or accepted are eligible.
- The maximum Faculty Travel Award is \$1,500. The award is paid out as a reimbursement.

- Proposals must adhere to style and length guidelines provided in the proposal template. Failure to follow these guidelines may result in proposal rejection during administrative review.
- 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/>.

**Proposal Submission Instructions:**

Applicants are required to electronically submit their completed and signed proposals using the CSUPERB OARS system (<http://www.csUPERB.org/oars/login.php>) by Monday, March 12, 2012 (5:00 p.m. pacific time). If you have trouble with OARS, you must contact the program office (619-594-2822) before the proposal deadline. Applicants must submit proposals using the 2012 Spring Faculty Travel proposal template form and submission guidelines available at: <http://www.calstate.edu/csUPERB/grants/faculty-travel-program/>.

Applications submitted by the deadline, and that 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 strategic priorities.

In the 2011 fall round of faculty travel grants, 21 proposals were received from 13 different CSU campuses and 7 awards were made to faculty from 6 campuses.

**Post-Award Reporting Requirements:**

CSUPERB disburses funds to the appropriate college at each CSU campus, not directly to the successful travel grant awardees. Thus faculty awardees (except at San Diego State University) submit all paperwork to their own college/department travel officer

rather than to the CSUPERB program office after travel has been completed. The travel award reimbursement cannot be issued if travel plans are changed or 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 or award is made (whichever is later). 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:**

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

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

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