

FACULTY TRAVEL GRANT PROGRAM 2024 FALL REQUEST FOR PROPOSALS (RFP)

www.calstate.edu/csubiotech

Key Dates and Information:

RFP Release Date:	August 26, 2024
Proposal Due Date:	October 7, 2024 by 5:00 p.m. Pacific Time
Award Notification:	December, 2024
Maximum Award Amount:	\$1,500

Program Description:

Part of CSUBIOTECH’s mission is to support collaborative CSU student and faculty research. The opportunity to collect novel data, learn new techniques, make discoveries and present research results is crucial to professional career development and the advancement of CSU-based research programs.

The CSUBIOTECH 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.

The Fall 2024 round will support travel between January 1, 2025 and December 31, 2025.

Note that each round of grants supports travel within a 12-month window with a 6-month overlap between each round. This grant program does not make awards to support travel to the Annual CSU Biotechnology Symposium.

In the 2024 Spring round of the Faculty Travel Grant Program, 8 awards were made to faculty members from 8 campuses.

2024 Fall Faculty Travel Grant Review Criteria:

- Applicants must describe the primary purpose of their travel and its relevance to ongoing education and/or research project plans. Allowable travel plans include:
 - travel, including virtual to present original research data and results (presented, accepted, submitted or to be submitted) **OR**
 - travel for the collection of data **OR**
 - travel to participate in or organize a workshop/session

Note: If applicant is not presenting results or organizing a session at a meeting or workshop, travel must be additionally justified.

- Applicants must describe specific, secondary benefits that will occur as a result of their travel. *For example only:* attending a professional development workshop offered during a conference, or learning a new technique at a shared facility, or meeting with potential partners during a meeting.
- Applicants must describe the overall feasibility of the trip. For example, if a CSUBIOTECH travel award will not cover the entire cost of the trip, describe other funding or resources that make the travel possible.
- All other things being equal, preference will be given to applicants who have not won a previous CSUBIOTECH travel award in the last two years.

Eligibility Criteria:

- The meeting/workshop or proposed project must be biotechnology related. CSUBIOTECH defines biotechnology as a **fusion of biology and technology**. BIO (<https://www.bio.org/what-biotechnology>) lists biotechnology examples, applications and sectors; CSUBIOTECH explicitly adds to these lists health IT and medical device research and development. CSUBIOTECH welcomes and encourages applications from CSU faculty in all disciplines related to the current practice of biotechnology, including but not limited to agricultural science, business, clinical sciences, computer science, engineering, life sciences, math, and/or physical sciences.
- The CSUBIOTECH Travel Grant Program is open only to tenured or tenure-track CSU faculty. Faculty awardee must be an active CSU employee at the time the trip is taken so that travel expenses can be reimbursed.
- Proposed travel must occur between January 1, 2025 and December 31, 2025.
- Due to the Travel Grant Program timing, abstracts, presentations or data collection not yet submitted or accepted are eligible.
- Applicants must provide details about **one** specific meeting, workshop or facility/site to which travel is proposed or has occurred. Virtual meetings and workshops may be included.
- CSUBIOTECH will consider only one proposal per applicant in a given round of the Travel Grant Program. Applicants are welcome to apply to other CSUBIOTECH Grant and Award Programs.
- 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.
- Applicants will only be awarded one CSUBIOTECH travel grant within a 12 month period. In other words, applicants cannot win a travel grant in two consecutive rounds.
- CSUBIOTECH limits the total number of grants made within a faculty member's research program to 2 student awards and 1 faculty award in the same round of funding.
- CSUBIOTECH will not issue awards to applicants who have past-due final reports to any CSUBIOTECH grant program.

- CSU students accompanying faculty on proposed trips should apply independently to the Student Travel Grant Program: <https://www.calstate.edu/impact-of-the-csu/research/csubiotech/Pages/grants-and-awards-programs.aspx>.
- Applicants who have been found liable of a substantiated violation of Title V, Title IX, or CSU Executive Orders 1096 or 1097 in the last 5 years (after all investigations and appeals have been exhausted) are NOT eligible to apply for any CSUBIOTECH awards.

Budget and Award Restrictions:

The maximum award is \$1,500. The award is paid out as a reimbursement.

Changes to the meeting location listed in proposals that are for the purpose of attending scientific meetings are not allowed after the proposal is awarded.

CSUBIOTECH grants are issued as a result of an internal competition within the CSU and are not subject to Facilities and Administrative (F&A), or indirect, costs. F&A costs are not allowed as a grant-funded expense in proposals submitted in response to RFPs from programs, like CSUBIOTECH, that receive the majority of their support from legislatively appropriated funds, CSU lottery funds or student fees (including State University fees). The F&A foregone at the campus/auxiliary's federally negotiated off-campus rate may be shown as cost match on the proposal. This amount may be used by the auxiliary or enterprise fund as an offset to the university's cost allocation plan, in accordance with EO 753/1000.

Proposal Submission Instructions:

Applicants must submit their completed and signed proposals by Monday, October 7, 2024 by 5:00 p.m. Pacific Time.

The complete proposal package must be submitted electronically using CSUBIOTECH's InfoReady proposal submission system before the deadline using the application link found on the CSUBIOTECH web page. Faculty applicants login to the system using their campus ID/username and password. Only Microsoft Word or Adobe PDF file formats are compatible with the system.

Applicants who are unable to access or use the InfoReady submission system should send their completed proposal template, including any additional documentation or support letters, to James Schmitt at jcschmitt@sdsu.edu by the submission deadline of October 7, 2024 at 5 pm.

Any questions about using the InfoReady submission system can be directed to Tyson Gadd at tgadd@sdsu.edu.

The complete proposal package will include: (1) the Cover Page, with all required signatures, and (2) the completed 2024 Fall Faculty Travel Grant proposal template. The 2024 Fall Faculty Travel Grant proposal template can be downloaded at: <https://www.calstate.edu/impact-of-the-csu/research/csubiotech/Pages/grants-and-awards-programs.aspx>.

Chief Research Officers and Vice Presidents of Research system-wide request that CSUBIOTECH proposals be routed through campus grant “clearance” mechanisms to ensure compliance with relevant federal, state and university regulations and policy.

If you have any problems submitting your proposal, contact CSUBIOTECH **before** the deadline at either csubiotech@sdsu.edu or tgadd@sdsu.edu.

Complete applications received by the deadline that meet eligibility requirements will be evaluated by a review panel comprised of CSU faculty including CSUBIOTECH Faculty Consensus Group members. The CSUBIOTECH Program Office makes final funding decisions, based on recommendations made by the review panel, available funds, and strategic priorities.

Generative Artificial Intelligence Technology:

CSUBIOTECH has adopted a policy on the use of generative artificial intelligence technology similar to that of the National Science Foundation (NSF). The NSF policy can be found at <https://new.nsf.gov/news/notice-to-the-research-community-on-ai>. The CSUBIOTECH policy applies as follows to all grant and award programs, including peer review.

To safeguard the integrity of the development and evaluation of proposals in the merit review process,

- CSUBIOTECH reviewers are prohibited from uploading any content from proposals, review information and related records to non-approved generative AI tools.
- Proposers have the option to indicated in the project description or proposal/application documents the extent to which, if any, generative AI technology was used and how it was used to develop their proposal.

Use of generative AI by reviewers in CSUBIOTECH review panels. CSUBIOTECH reviewers agree to maintain confidentiality of the review process, reviewer identities, and application/proposal materials submitted to CSUBIOTECH in response to grant and award Requests-for-Proposals (RFP's) and Requests-for-Nominations (RFN's).

The obligation to maintain confidentiality of review related information extends to the use of generative AI tools and “checking” programs. CSUBIOTECH reviewers are prohibited from uploading any content from proposals, review information and related records to non-approved generative AI tools or websites not approved by the CSUBIOTECH program office. If reviewers take this action, CSUBIOTECH will consider it a violation of the program’s confidentiality policy. CSUBIOTECH reviewers may share publicly available information with current generation generative AI tools.

Use of generative AI in proposal preparation. Proposers are encouraged to indicate in the project description or narrative of their proposals and applications the extent to which, if any, generative AI technology was used and how it was used to develop their proposal. Similar to NSF, CSUBIOTECH is studying the use of generative artificial intelligence in responses to our calls for proposals and nominations. CSUBIOTECH will continue to review NSF policy and may adapt its own policies as more is learned about this tool in future rounds of grant and award programs. To be clear, the use of generative AI in proposal preparation is not prohibited in CSUBIOTECH grant and award programs.

Proposers are responsible for the accuracy and authenticity of their proposal submission in consideration for peer review, including content developed with the assistance of generative AI tools. CSUBIOTECH’s policies stated in its Code-of-Conduct and Applicant Certification statements remain in force with regards to the use of generative artificial intelligence technology. Generative AI tools may create risks of violating these rules and regulations, and proposers and awardees are responsible for

ensuring the integrity of their proposal and reporting of research results. This policy does not preclude research on generative AI as a topic of study.

CSUBIOTECH adopts the definition of GAI as stated in the NSF guidelines: “Generative artificial intelligence (GAI) is a technology that can create content, such as text, images, audio, or video, when prompted by a user. Generative AI systems create responses using algorithms often trained on large datasets of information, such as text and images from the internet.” (Source: U.S. Government Accountability Office, Science and Tech Spotlight: Generative AI; June 2023 available at www.gao.gov/assets/830/826491.pdf)

CSUBIOTECH Statement of Principles on Professional Behavior:

CSUBIOTECH values diverse perspectives where all individuals can flourish. CSUBIOTECH is dedicated to providing an environment that fosters intellectual curiosity and creativity, free and lively debate conducted with mutual respect for individuals, and freedom from intolerance. These values are applicable to any aspect of CSUBIOTECH’s work, including meetings, symposia, and funded activities.

Specifically, members of our community value:

- Critical scholarly discourse for the purpose of understanding, advancing scientific ideas, and educating the next generation of science and engineering practitioners;
- Education and research environments where all people are treated equally, regardless of race, gender, ethnicity, sexual orientation and free of bias, hostility, and harassment of any kind;
- Conversations and discussions where community members can share ideas in a collegial atmosphere that is inclusive and values everyone’s input and opportunity to participate;
- Advocacy for equality and inclusivity in science;
- The use of inclusive examples, graphics, and stories in presentations and proposals;
- Access for all community members, including traditionally underrepresented groups, to fully participate in and become leaders in science;
- The support and promotion of the education and careers of all scientists, engineers, and bio-entrepreneurs;
- Leadership in our fields to strengthen scientific mentorship and create an atmosphere of collaboration;
- Commitment to our own education and participation in activities related to recognizing and eliminating implicit bias.

Policies

- 1) All participants in CSUBIOTECH events and activities are expected to follow the requirements of Title V, Title IX, and California State University (CSU) Executive Orders and adhere to the CSUBIOTECH Principles of Professional Behavior and values. Non-CSU participants who do not follow these expectations may be asked to leave a CSUBIOTECH event or activity and/or prohibited from participation in future CSUBIOTECH events or activities. Individuals can report incidents immediately to the CSUBIOTECH designee to facilitate this process.
- 2) Individuals found in violation of Title V or IX or [CSU Executive Orders 1096 or 1097](#) are not eligible to receive CSUBIOTECH funding or participate in CSUBIOTECH program activities for a period of 5 years from the final substantiation of the violation or the end of any current grant award, whichever is later. Faculty who are found to be in violation before funds are transferred for an award, will be ineligible to receive funds for the award.

- 3) After a five-year ineligibility period, individuals found in violation of relevant policy for a second time lose eligibility for all future CSUBIOTECH funding or participation in CSUBIOTECH related activities permanently. [Relevant CSU Executive Orders include:](#)
 - a. Executive Order 1095 Revised (Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy);
 - b. Executive Order 1096 Revised (Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties); and
 - c. Executive Order 1097 Revised (Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students) may be found at the following website address: <http://www.calstate.edu/eo/>.

Certifications

- 1) CSUBIOTECH will include the Statement of Principles on Professional Behavior (section III above) in event registration processes. Event participants will be asked to acknowledge the principles.
- 2) Applications for CSUBIOTECH funding, award opportunities, or event registrations will include the following certifications:
 - a. Applicants will indicate whether they have been found in violation of Title V, Title IX, or CSU Executive Orders 1096 or 1097 in the last 5 years.
 - b. Applicants will allow the campus to disclose to the CSUBIOTECH program office any substantiated violations of Title V, IX, or CSU Executive Orders 1096 or 1097.

Reporting Procedures

- 1) Incidents that involve CSU faculty, staff, or students only
 - a. Individuals who believe there has been a violation of Title V, IX, or Executive Orders 1096 or 1097 at a CSUBIOTECH event or activity should report the event following CSU policy and procedures on their home campus.
 - b. Prior to transfer of grant or awards to campus, CSUBIOTECH will ask for campus confirmation that the awardee has not been found in violation of Title V, Title IX, or Executive Orders 1096 or 1097 in the prior 5 years. The campus information provided will include only the existence of a final, substantiated violation and the date of the violation. The information will be kept confidential in the CSUBIOTECH program office.
- 2) Incidents that involve non-CSU individuals
 - a. Suspected violations of Title V, Title IX, or Executive Orders 1096 or 1097 by participants not affiliated with the CSU should be reported to CSUBIOTECH administration immediately. Participants may also e-mail CSUBIOTECH administration to report at a later date, if so desired.

Post-Award Instructions:

Pre-Travel Authorization and Claim Guidelines

CSUBIOTECH awards funds to the appropriate college/department at each CSU campus as a travel reimbursement; payments are not made directly to travel grant awardees. As a result, after travel has been completed, faculty awardees (except at San Diego State University) submit all paperwork to their own college/department travel officer instead of the CSUBIOTECH program office.

Campuses have different travel policies and forms; however, all require a variety of pre-travel authorizations, waivers and/or insurance requirements to issue a travel reimbursement. Grantees must contact their department/college travel authority to ensure requirements are met **prior** to travel and within the time frame required by the campus (particularly for foreign travel). Use of non-standard lodging services, airline reward miles and other travel incentives may not be reimbursed by the campus. Maximum per-diem rates in both domestic and foreign destinations may apply. Some campuses will not reimburse travel expenses, even when covered by a grant, if documentation needed is not completed in advance of a trip or if receipts required to file a claim are missing.

Campus Reimbursement Procedure

The CSUBIOTECH program office will send a CSUBIOTECH Campus Travel Claim Form to the college/department representative when a travel grant is awarded. The campus representative will submit a completed Campus Travel Claim Form and a copy of the awardee's campus travel claim document to CSUBIOTECH. Claim documents should be submitted to the CSUBIOTECH program office within 30 days of grantee's return to campus or the grant funds could be forfeited. In addition, the travel award reimbursement cannot be issued if travel plans are changed or cancelled.

In cases where the travel grant is awarded after the trip has occurred, grantees should use caution when covering expenses with other funds (for example, a federal research grant) because different funding sources are often incompatible. CSUBIOTECH grants are based on general State of California funding. CSUBIOTECH will not facilitate reimbursement of CSU auxiliary organization expenditures except in payment of a legitimate invoice generated by the auxiliary organization and arranged by the awardee.

Special Note for San Diego State University grantees: Faculty should work with their department administrator or the Travel Coordinator in Accounts Payable to make sure the required pre-travel documentation is completed. In addition, when traveling outside the United States, faculty members must also submit the Foreign Travel Insurance Program Request for Insurance form well in advance of travel. Copies of these documents should be provided to Christine Montgomery at CSUBIOTECH, along with your travel claim at the conclusion of travel.

Reporting Requirements

Grantees are required to complete a brief final report within the InfoReady submission and reporting system within 30 days after travel is completed. Final reporting helps document the need for and justify continuation of the program. CSUBIOTECH may also contact award recipients for longer-term impact reporting.

Contacts:

Submission questions:
csubiotech@sdsu.edu or
tgadd@sdsu.edu

Program and RFP questions:
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