

SPECIAL EVENTS PROGRAM – AY2023/2024

<https://www.calstate.edu/impact-of-the-csu/research/csuperb/Pages/grants-and-awards-programs.aspx>

Key Dates and Information:

RFP Release Date: May 26, 2023, Version 2 – July 24, 2023
Proposal Due Date: Rolling deadline, but proposals must be submitted three months in advance of event.
Award Notification: CSUPERB will aim to respond 3 weeks after proposal submission.

Program Description:

CSUPERB operates as an ongoing community of interest, learning, and practice.* As a result, CSU faculty members system-wide come together to build on common interests, learn to improve professionally, consider a problem, and bring about positive change within the CSU. CSUPERB wants to empower CSU faculty members, whether a Faculty Consensus Group (FCG) member or not, to form multi-campus communities around topics of interest and to organize workshops or symposium sessions.

CSUPERB wants to encourage these activities and set aside a small budget (\$10,000/year) to support community-building events this academic year. We aim to make 3-4 special events grants this year.

Opportunities to hold a Special Events Program meeting in conjunction with the CSU Biotechnology Symposium, currently scheduled for January 12-13, 2024, in Santa Clara, California are limited by available hotel space and budget. Groups hoping to hold symposium-adjacent meetings should plan well in advance with the CSUPERB program office. If hotel space (including guest lodging) and audio-visual services are needed for your proposed event, but will not be available at the CSUPERB Symposium venue, consider making arrangements with other nearby venues, possibly including the San José State University campus or local California Community College locations.

*Wenger, McDermott & Snyder (2002) *Cultivating Communities of Practice, A Guide to Managing Knowledge*. Harvard Business School Press.

Special Events Program Review Criteria:

- Proposals must be submitted three months in advance of the planned event.
- Applicants must provide a short synopsis that describes the primary purpose of their proposed event.
 - The proposed activity should align with CSUPERB's focus on biotechnology education and research.
- Proposals must list members of the event organizing committee; preference will be given to committees that involve multiple CSU campuses.
- Proposals must indicate how many CSU participants will be involved, who they are in general terms (students, faculty, etc.), and how CSU participants will be recruited and selected, if relevant.
- Applicants must supply a detailed budget and justification, including budget estimates associated with venue costs, audio-visual equipment, and speakers' travel expenses, as examples. We expect AY 23-24 Special Events grants will be ~\$2500 – \$3300. If a CSUPERB

Special Events grant will not cover the entire cost of the event, describe other funding, resources or in-kind donations that make the event possible.

- Note: CSUPERB grants are based on general State of California funding and must comply with CSU policies. As a result, there are some expenses associated with hosting meetings that we cannot fund. Contact James Schmitt (jcschmitt@sdsu.edu) with questions.

Special Events Program Eligibility Criteria:

The Special Events Program is open to tenured/tenure-track (T/TT) CSU faculty. Other CSU staff may be listed as co-Principal Investigators (PIs) or key collaborators as long as one member of the organizing group is a tenured/tenure-track CSU faculty and serves as the PI for the proposal. CSUPERB will consider only **one proposal per PI** at a time to this program. Investigators applying to this program are welcome to apply to other CSUPERB grants and awards programs.

CSUPERB Statement of Principles on Professional Behavior:

CSUPERB values diverse perspectives where all individuals can flourish. CSUPERB 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 CSUPERB'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 CSUPERB 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 CSUPERB Principles of Professional Behavior and values. Non-CSU participants who do not follow these expectations may be asked to leave a CSUPERB event or activity and/or prohibited from participation in future CSUPERB events or activities. Individuals can report incidents immediately to the CSUPERB 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 CSUPERB funding or participate in CSUPERB 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 CSUPERB funding or participation in CSUPERB 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) CSUPERB 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 CSUPERB 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 CSUPERB 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 CSUPERB 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, CSUPERB 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 CSUPERB 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 CSUPERB administration immediately. Participants may also e-mail CSUPERB administration to report at a later date, if so desired.

Proposal Submission Instructions:

Applicants must submit 1-2 page proposals electronically to CSUPERB (jcschmitt@sdsu.edu). Proposals will be reviewed in a two-part process. After proposal submission, applicants will be asked to schedule a Zoom consult with CSUPERB program office about the event budget submitted. Next, the proposal will be reviewed by the CSUPERB [Strategic Planning Council](#). Every effort will be made for proposal decisions to be issued within three weeks of proposal submission.

Post-Award Instructions:

Grantees are required to provide a brief (~500 word) article to the CSUPERB program office within 6 weeks after the event is complete. The article will be published on the CSUPERB website or newsletter. Articles should include photo(s), a caption, and a photo release/permission to use images. The article should report out on event goals, participants and outcomes. Outcomes should be based on a post-event survey of participants and, if relevant, plans made at the event.

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