

## DORIS A. HOWELL FOUNDATION - CSUBIOTECH RESEARCH SCHOLARS PROGRAM 2024-2025 REQUEST FOR PROPOSALS

[www.calstate.edu/csuperb](http://www.calstate.edu/csuperb)



### Important Dates and Information:

RFP Release Date:	October 10, 2024
Proposal Due Date:	Monday, November 18, 2024 by 5:00 p.m. pacific time
Award Notification:	January 2025
Award Amount:	\$3500

### Program Description:

The California State University Program for Biotechnology (CSUBIOTECH) partners with the Doris A. Howell Foundation for Women's Health Research (<http://www.howellfoundation.org/>) to fund promising undergraduate student research projects in topics related to women's health. Together the Howell Foundation and CSUBIOTECH recognize that research experience is critical to engaging and graduating students interested in careers in women's health. In fact, the great majority of Howell-CSUBIOTECH scholars go on to apply successfully for graduate degree programs and industry jobs.

### 2024-2025 Howell-CSUBIOTECH Research Scholars Review Criteria:

Proposals will be reviewed based on the following criteria:

- The feasibility and originality of the research plan.
- The applicant's ability to effectively communicate the research plan and its connection to women's health. **Student applicants must write project description, essays and summaries using their own words.**
- The student's academic and research promise, evidenced by a student transcript and faculty mentor's letter of support.
- CSU faculty mentor's commitment to the project and the student's success.
- CSUBIOTECH will limit the number of awards made to 2 students from a faculty member's research program.

### Program Eligibility and Proposal Requirements:

- The Howell-CSUBIOTECH program is open to any CSU undergraduate student in good academic standing and planning to be enrolled on his or her CSU campus for the Spring 2025 term. Applicants must be able to complete the project proposed by the end of the 2025 summer term.

- The proposed project must be an original, faculty-mentored student research project. Literature reviews are not acceptable. Howell-CSUBIOTECH awards may be used to support research activities as part of official school programs, such as honors or senior projects, and the proposed work can be part of a larger project.
- Any original research topic related to women's health is eligible. The range of eligible topics is exceptionally broad and covers much of the life and clinical sciences. The research project need not be focused upon female subjects or tissues; the program funds projects studying general health concerns that affect both sexes.
- The proposed project must be biotechnology-related. Please note that CSUBIOTECH welcomes and encourages proposals from students in all biotechnology-related disciplines, including but not limited to life science, physical science, clinical science, math, computer science, agricultural science, engineering, and/or business. Recipients of previous Howell-CSUBIOTECH Awards cannot apply for an extension or funding for an additional project.
- Projects with IRB, IBC, or IACUC requirements must provide proof of campus approval by the time awards are made. CSUBIOTECH will not make awards to projects without IRB or IACUC approvals by the time of award in January 2025.
- 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.

### Funds Administration:

Award amount is \$3500. Please note that indirect costs are not allowed.

The full amount of the award will be provided as a student scholarship which may be used for living expenses, tuition, fees, books or other allowable academic expenses as defined by the student's campus office of financial aid/scholarship. Timing for the release of scholarship funds is determined exclusively by the student's campus office of financial aid/scholarship and applicants are encouraged to discuss this with their office prior to submitting their application.

Applicants are strongly encouraged to consult with their campus financial aid office **prior to applying** to determine the potential impact of awards and grants on financial support provided through their university, especially financial aid packages. Awards paid directly to students will be processed through campus financial aid offices. Please be advised that receiving and accepting a CSUBIOTECH award could lead to a decrease in other forms of financial assistance. Ordinarily, financial aid adjustments (if any) are made to loans before other grants or scholarships. Because of Internal Revenue Service regulations and other requirements, campuses may also consult with accounting, human resources and international programs staff to determine appropriate method of payment and any tax withholding requirements. Award Recipients should consult with a tax professional regarding tax liability resulting from any award.

### Proposal Submission Instructions:

**PROPOSAL DEADLINE is Monday, November 18, 2024 by 5:00 p.m. pacific time.**

The 2025 Howell-CSUBIOTECH Proposal Template is available at the CSUBIOTECH webpage ([www.calstate.edu/csUPERB](http://www.calstate.edu/csUPERB)).

The complete proposal package must be submitted electronically using CSUBIOTECH's InfoReady submission system before the deadline using the application link found on the CSUBIOTECH web page. Faculty applicants should login to the system using their campus ID/username and password.

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 Christine Montgomery at [rmontgomery@sdsu.edu](mailto:rmontgomery@sdsu.edu) **by the submission deadline of November 18, 2024 at 5pm.**

The complete proposal package includes:

1. Completed and signed **2025 Howell-CSUBIOTECH Proposal Template**
2. Faculty mentor's **letter of recommendation** (on campus letterhead)
3. Faculty mentor's **one-page CV** (should list no more than 5 recent publications related to this project), and
4. Student's **transcript** (unofficial transcripts are acceptable).

Please note that page 1 of the proposal template requires student, and institutional signatures so plan ahead! Applicants can submit a scanned image of page 1, including signatures, as part of the proposal package.

Only Microsoft Word or Adobe PDF file formats are compatible with the system. If you have any problems submitting your proposal package, contact CSUBIOTECH **before** the deadline at [csubiotech@sdsu.edu](mailto:csubiotech@sdsu.edu).

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. Both the 2025 proposal template form and the submission link can be found on the [CSUBIOTECH website: https://www.calstate.edu/impact-of-the-csu/research/csubiotech/Pages/grants-and-awards-programs.aspx](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. Faculty mentors must assist students with these requirements.

The CSUBIOTECH program office will evaluate proposals for completeness and eligibility. Qualified proposals will be forwarded to the Howell Foundation for review and selection of award winners, in consultation with the CSUBIOTECH program office.

### **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](http://www.gao.gov/assets/830/826491.pdf))

## **CSUBIOTECH Statement of Principles on Professional Behavior, Policies and Procedures:**

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.

#### CSUBIOTECH Policies

- 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.
- 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.
- 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:
  - Executive Order 1095 Revised (Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy);
  - 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

- 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/>.

#### CSUBIOTECH Certifications

- 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.
- Applications for CSUBIOTECH funding, award opportunities, or event registrations will include the following certifications:
  - 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.
  - 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.

#### CSUBIOTECH Reporting Procedures:

- Incidents that involve CSU faculty, staff, or students only
  - 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.
  - 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.
- Incidents that involve non-CSU individuals
  - 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 Reporting Requirements:

Awardees are required to submit a Final Report within 30 days of project end date, using the online Howell Report Survey, which will be sent during the last month of the funded project. Reporting documents the project's progress, gauges the impact of the award on students' academic and career plans, and justifies continuation of the program.

Upon award, Howell-CSUBIOTECH Research Scholars will be asked to sign a photograph release form so images can be used in publications. Scholars may also be contacted by the Howell Foundation directly to report outcomes and impacts of the award to individual donors and sponsors.

#### Program Contacts:

Applicants are encouraged to contact CSUBIOTECH via email with any questions.

CSUBIOTECH Equally Effective Alternative Access Statement:

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 Christine Montgomery at [rmontgomery@sdsu.edu](mailto:rmontgomery@sdsu.edu) by the submission deadline of November 18, 2024 at 5pm.

Any questions about using the InfoReady system can be directed to Tyson Gadd at [tgadd@sdsu.edu](mailto:tgadd@sdsu.edu).

**Submission questions:**

Tyson Gadd  
Systems Analyst,  
CSUBIOTECH  
[tgadd@sdsu.edu](mailto:tgadd@sdsu.edu)

**Program and nomination questions:**

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