



FACULTY-GRADUATE STUDENT RESEARCH COLLABORATION PROGRAM 2024 REQUEST FOR PROPOSALS

<http://www.calstate.edu/csuperb>

Key Dates & Information:

RFP Release Date:	April 19, 2024
Proposal Due Date:	May 20, 2024 5 pm PT
Award Notification:	June 2024
Maximum Award Amount:	\$7,500. CSUBIOTECH has budgeted \$90,000 for this program.
Project Duration:	July 1 2024 – June 30 2025

Program Description:

The California State University Program for Biotechnology (CSUBIOTECH) aims to support faculty-graduate student research collaborations across the California State University (CSU). The Faculty-Graduate Student Research Collaboration Grant is open to faculty who collaborate with master's and doctoral level graduate students and will provide one-time funding for the 2024-25 Academic Year. The faculty-graduate student team may complete the research over of the 2024-25 Academic Year.

2024 Proposal Review Criteria:

- Faculty and graduate student researcher's ability to articulate how the funding supports existing research.
- Faculty and graduate student researcher's ability to articulate the significance of the proposed research.
- Project plans and expenditures must be feasible within the time and budget proposed.
- Priority will be given to proposals with a graduate student researcher who has advanced to candidacy. Supporting documentation verifying status must be included.
- If applicable, proposals should include copies of IACUC/IRB/IBC approval letters for existing research projects that will be supported by these funds.

Eligibility Criteria:

- Proposals with a graduate student who received an award from the 2021-2022 Graduate Student Research Restart Program, or the 2022 or 2023 Faculty-Graduate Student Research Collaboration Programs are ineligible for this program.
- The research projects 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 student-faculty teams 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.
- Projects must represent research that is ongoing at the time of submission. New research activities cannot be supported with these funds.
- The Faculty-Graduate Student Research Collaboration Grant is open to CSU faculty who

collaborate with an eligible master's or doctorate level student.

- Faculty must identify one CSU graduate student per proposal that fits within the eligibility parameters. An eligible CSU graduate student will:
 - Have completed at least their second semester or third quarter of graduate school by the end of Spring 2024;
 - Remain at his or her CSU campus for the duration of the proposed project.
- **Please note: applying for less than the maximum award amount provides no advantage during the review process.**

Funds Administration:

CSUBIOTECH will accept Faculty-Graduate Student Research Collaboration Grant proposals with budgets **up to \$7,500**. Duration of the award will be from July 1, 2024 – June 30, 2025.

Up to \$7,500 of the award can be set aside as student salary to complete the proposed project. Timing for the release of funds is determined exclusively by the campus office. No other salary, including faculty, will be funded with this grant program. **Student salary appointment may begin on or after July 1, 2024.**

Up to \$1,500 of the award can support supplies, equipment and services directly related to activities for the proposed research project.

Budget Restrictions:

- Student salaries proposed and paid should comply with amounts determined by campus human resources departments. CSUBIOTECH will not approve any salary or rate in excess of campus limitations. Applicants must ensure funds paid to students are not in conflict with these limitations or any others set by graduate programs with which the student may be involved. CSUBIOTECH funds cannot be used to supplement pay for effort if the student is already receiving payroll or other compensation from another source for the same activity. Employment of foreign nationals is limited to individuals who meet the conditions set by applicant's campus human resources department policies regarding eligibility to receive compensation in the United States. Proposals should identify the student by name, the student's status (graduate student), the hourly salary rate, the number of hours the student will dedicate to the project during the 2024-25 Academic Year.
- Travel is not allowed with Faculty-Graduate Student Research Collaboration Grant funds.

Exact project start dates are contingent upon award conditions, including IRB, IBC or IACUC registrations and approvals on campus. If the project involves Human Subjects or Vertebrate Animals and the campus has approved the work, a copy of the campus approval letter must be appended to the proposal. CSUBIOTECH will not award funds to projects without IRB, IBC, or IACUC registrations or approvals by the time the faculty/student team begins to start work on the project. Projects requiring access to lab and necessary equipment must provide proof of campus approval by project start date. CSUBIOTECH will not award funds to projects requiring lab and equipment access without campus approvals by the time the faculty/student team begins to start work on the project.

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 a 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:

The complete proposal package, including a signed cover sheet, must be submitted electronically using CSUBIOTECH's InfoReady system.

Please note: **Graduate students should submit** the complete proposal using CSUBIOTECH's InfoReady system and following the directions on the 2024 Faculty-Graduate Student Research Collaboration Grant proposal template. The template and link to InfoReady can be found at the CSUBIOTECH website under "Grant & Award Programs" (<http://www.calstate.edu/csUPERB>).

Proposals must adhere to style and length guidelines stated in the proposal template. Failure to follow these guidelines may result in proposal rejection during administrative review. Both the 2024 Faculty-Graduate Student Research Collaboration Grant submission link and Proposal Template and the can be found on the CSUBIOTECH website.

Proposals that are complete and meet eligibility requirements will be evaluated for merit by a review panel composed of CSUBIOTECH Strategic Planning Council. Funding decisions are based on recommendations made by the review panel, available funds and CSUBIOTECH strategic priorities. CSUBIOTECH will not award funds to students or faculty members who have outstanding, past-due final reports for grants made under other CSUBIOTECH grant programs.

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 Reporting Requirements:

Successful grantees and their PIs are required to submit a final report to CSUBIOTECH within 90 days of the project end date. CSUBIOTECH will send the final report through InfoReady. Final reports document the need for and help justify continuation of the program. CSUBIOTECH may also contact grantees and their PI for longer-term impact reporting.

Program Contacts:

Applicants are encouraged to contact CSUBIOTECH via email instead of telephone due to the hybrid "work-from-home" office scheduling.

Submission questions:

Program and RFP questions:

CSUBIOTECH@sdsu.edu

R. Christine Montgomery Student
Programs Specialist,
CSUBIOTECH
rmontgomery@sdsu.edu

Ikhide Imumorin
Executive Director,
CSUBIOTECH
iimumorin@sdsu.edu

SAMPLE