

## SPECIAL EVENTS PROGRAM – AY2024/2025

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

### Key Dates and Information:

RFP Release Date:	May 9, 2024
Proposal Due Date:	Rolling deadline, but proposals must be submitted three months in advance of event. Program will end when budgeted funds are exhausted.
Award Notification:	CSUBIOTECH will aim to respond 3 weeks after proposal submission.

### Program Description:

CSUBIOTECH 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. CSUBIOTECH 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.

CSUBIOTECH encourages 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.

### CSU BIOTECHNOLOGY SYMPOSIUM (Jan. 10-11, 2024) ADJACENT EVENTS:

New in AY 24-25: CSUBIOTECH will hold one Symposium session slot open for a Special Event that will be held concurrently with another session. All proposals for symposium-adjacent meetings that have been received by **October 1, 2024**, and are ultimately approved by the SPC, will be considered for this slot. If your Special Event is chosen for the slot, the Symposium organizing committee will contact you to discuss your group's interest in taking it, and the timing and logistics of your session if you accept.

All other Symposium adjacent Special Events Program meetings are limited by available hotel space and budget. Groups hoping to hold these meetings (e.g. a Thursday, January 9<sup>th</sup> event) should plan well in advance with the CSUBIOTECH program office. If hotel meeting space and/or audio-visual services are needed for your proposed event, but will not be available at the CSUBIOTECH Symposium venue, consider making arrangements with other nearby locations, possibly including local California State University campuses or local California Community College locations. Note that lodging is provided for Symposium registrants on the evening of Thursday, January 9 and Friday, January 10. Lodging costs for Special Event organizers, speakers and participants (other than the session described in the preceding paragraph) who are not also Symposium registrants must be paid from the Special Events grant budget, some other source of funding, or by the traveler themselves.

### 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 CSUBIOTECH's focus on biotechnology education and research.

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

- 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 24-25 Special Events grants will be ~\$2500 – \$3300. If a CSUBIOTECH 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: CSUBIOTECH 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](mailto:jcschmitt@sdsu.edu)) with questions.

### **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 (<https://www2.calstate.edu/titleix>) or [CSU Executive Orders 1096 or 1097 \(https://www2.calstate.edu/titleix/Pages/policies.aspx\)](https://www2.calstate.edu/titleix/Pages/policies.aspx) 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 CSU BIOTECH related activities permanently. [Relevant CSU Executive Orders include \(https://www2.calstate.edu/titleix/Pages/policies.aspx\)](https://www2.calstate.edu/titleix/Pages/policies.aspx):
  - 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.

#### **Proposal Submission Instructions:**

Applicants must submit 1-2 page proposals electronically to CSUBIOTECH ([jcschmitt@sdsu.edu](mailto:jcschmitt@sdsu.edu)). Proposals will be reviewed in a two-part process. After proposal submission, applicants may be asked to schedule a Zoom consult with CSUBIOTECH program office about the event budget submitted. Next, the proposal will be reviewed by the CSUBIOTECH Strategic Planning Council ([https://www2.calstate.edu/impact-of-the-csu/research/CSU\\_BIOTECH/Pages/Organization-Information.aspx](https://www2.calstate.edu/impact-of-the-csu/research/CSU_BIOTECH/Pages/Organization-Information.aspx).) 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 CSUBIOTECH program office within 6 weeks after the event is complete. The article may be published on the CSUBIOTECH

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.

**Contacts:**

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