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6 **POLICY AND PROCEDURES FOR SUPPORTING RESEARCH,**  
7 **SCHOLARLY, AND CREATIVE ACTIVITY**8 This revised policy supersedes Policy Statement 10-11  
910 This policy statement was recommended by the Academic Senate on September 22, 2011  
11 and approved by the president on October 17, 2011.  
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14 **1.0 INTRODUCTION**15 This policy addresses support for research, scholarly, and creative activity, which is a core mission of our  
16 comprehensive master's granting institution. Support for research, scholarly, and creative activity (RSCA) is divided into  
17 two programs: (1) mini-grants and summer stipends (MGSS) and (2) reassigned time. Funding and regulations for MGSS  
18 are mandated by the legislature and the Chancellor's office, while funding and regulations for reassigned time are  
19 determined on the campus. The allocation of funding for MGSS and reassigned time shall be made transparent to CSULB  
20 faculty through an active educational program including workshops sponsored by the Office of Research and Sponsored  
21 Programs and the appropriate college-level bodies responsible for the oversight of all research, scholarly, and creative  
22 activity.  
2324 **2.0 AWARD ELIGIBILITY**25 All members of Unit 3 (Faculty, Librarians, Coaches, and Counselors) are eligible to compete for funding MGSS  
26 programs (except faculty members receiving new faculty reassigned time). Only tenured, probationary, and full-time  
27 lecturers are eligible to compete for reassigned time funding (except faculty members receiving new faculty reassigned  
28 time). Faculty members with 12-month appointments are not eligible for summer stipends. Summer stipend applicants  
29 must have 30 consecutive days available in the summer of the award when they do not have additional employment in the  
30 CSU or an auxiliary.  
3132 **3.0 TYPES OF AWARDS**33 A faculty member is allowed to apply for only one award: a summer stipend, a mini-grant, or reassigned time in a  
34 given year under this policy. All applications for these awards shall be subject to the same application deadline.  
3536 **3.1 Mini-Grants and Summer Stipends**  
3738 **3.1.1 Mini-Grants**39 Mini-grants allow recipients to test promising ideas and obtain preliminary results prior to seeking external support.  
40 Funds may be used for undergraduate and/or graduate student assistants, clerical assistance, minor equipment,  
41 and for travel and supplies necessary for the activity. These mini-grants are intended to be 'seed' money leading to  
42 the application for external support. Since this award is "seed money," acceptance of a mini-grant requires that the  
43 application for external funding based on the proposal be submitted within two years of the date of the award and  
44 prior to any subsequent mini-grant awards.  
4546 **3.1.2 Summer Stipends**47 Summer stipends are equivalent to the prevailing 3-WTU Vacant Rate to support a recipient in continuance of  
48 scholarly and creative activity during the summer. A recipient of a summer stipend may not be employed in  
49 summer session during the stipend period.  
5051 **3.1.3. Mini-Grant and Summer Stipend (MGSS) Award Committees**

52 In accordance with the Chancellor's mandate, the mini-grant and summer stipend (MGSS) award committee is

53 designated to serve as the primary advisory body to the Academic Senate, the Provost and Senior Vice President  
54 for Academic Affairs or designee, and the Office of Research and Sponsored Programs, in furthering an  
55 atmosphere conducive to research, scholarship, and creative activity. The MGSS is a standing committee of the  
56 Faculty Personnel Policies Council.

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58 Each college shall have a MGSS committee to review and rank mini-grant and summer stipend proposals. The  
59 college MGSS committee forwards its recommendations and rankings to the college dean. The faculty of the  
60 college shall devise procedures so that the committee membership reflects the diversity of disciplines within the  
61 college in order to assure that applicants are likely to have their proposals judged by persons familiar with their  
62 fields of specialization.

#### 63 3.1.4. Duties for MGSS committees

##### 64 65 3.1.4.1 The College Mini-Grant and Summer Stipend Committee shall:

- 66 a. Meet to discuss criteria, processes and procedures for the review, evaluation, and rating of mini-grant  
67 and summer stipend proposals; and
- 68 b. Discuss, rate, recommend, and provide written rationale on recommendations of applications to the  
69 college dean.

##### 70 3.1.4.2 The College Dean shall:

- 71 a. Review the college mini-grant and summer stipend ratings and recommendation;
- 72 b. Agree or disagree with the college committee's recommendations; and
- 73 c. Forward all proposals and recommendations to the university committee.

##### 74 3.1.4.3 The University Mini-Grant and Summer Stipend Committee shall:

- 75 a. Meet to review criteria, processes, and procedures for the review, evaluation, and rating of mini-grant  
76 and summer stipend proposals;
- 77 b. Review and rate the proposals for summer stipends and mini-grants;
- 78 c. Make recommendations to the Provost and Senior Vice President for Academic Affairs concerning the  
79 awarding of mini-grants and summer stipends;
- 80 d. Review University policies governing research and creative activities and make recommendations to  
81 the Faculty Personnel Policies Council;
- 82 e. Work with the Office of Research and Sponsored Programs to generate announcements with  
83 deadlines and application forms; and
- 84 f. Submit an annual report to the Office of Research and Sponsored Programs.

#### 85 86 3.1.5 Committee Membership

##### 87 88 3.1.5.1 College Level MGSS Committee Membership

- 89 a. Each College elects membership under procedures set by the college; and
- 90 b. Members of the MGSS committee are not eligible to apply for these awards.

##### 91 3.1.5.2 University Mini-Grant and Summer Stipend Committee

- 92 a. Elected members serve two-year terms. No member may serve consecutive terms.
- 93 b. Full-time tenured faculty members elected by their respective colleges: four (4) from the College of  
94 Liberal Arts; two (2) from each of the other colleges; and one (1) full time tenured librarian.
- 95 c. Provost and Senior Vice President for Academic Affairs (or designee).
- 96 d. Associate Vice President for Research and External Support (or designee).
- 97 e. Members of the committee are not eligible to apply for either the mini-grant or summer stipend during  
98 committee service.

99 3.1.6 MGSS Evaluation Criteria

100 Awards shall be based primarily on the quality of the proposed research or creative activity as manifested in the  
101 proposal. Proposals are expected to be clear to reviewers outside the discipline.

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103 Criteria include:

- 104 a. Significance of the research, scholarship, or creative activity;
- 105 b. Extent to which the methodology is appropriate to the stated purpose;
- 106 c. Likelihood that the work proposed will be completed within the timeline;
- 107 d. Extent to which the project will promote the faculty member's scholarly or creative development,  
108 direction, or purpose;
- 109 e. Probability that the project will lead to peer-reviewed publication, exhibitions, or external grant  
110 proposals; and
- 111 f. Extent to which the project benefits the university mission.

112 3.1.7. MGSS Award Decisions

113 The Office of University Research shall allocate support for mini-grants and summer stipends based on the  
114 recommendations from the University MGSS Committee.

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116 3.1.8. MGSS Documenting Work Accomplished

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118 3.1.8.1. Faculty who receive awards shall be required to submit a mini-grant or summer stipend Report of Work  
119 Accomplished by the announced deadline to the Office of University Research. This requirement must be met  
120 whether or not a faculty member chooses to submit a subsequent scholarly and creative activities application.

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122 3.1.8.2. The documentation of work accomplished shall include:

- 123 a. What was accomplished;
- 124 b. How what was learned, experienced, or achieved has contributed to the faculty member's professional  
125 development. This may include how the research, scholarship, or creative activity has contributed to  
126 more effective teaching and enhanced student learning; and
- 127 c. How the information will be disseminated or showcased.

128 3.1.8.3. Applicants who do not submit the required Report of Work Accomplished shall be automatically disqualified  
129 from receiving subsequent mini-grant and/or summer stipend awards until the required report is submitted.

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131 3.1.8.4. The University shall provide opportunities for award recipients to showcase the results of their projects,  
132 whether final or preliminary.

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134 3.1.9. Additional Duties of the Office of University Research and Sponsored Programs

135 Once MSGG awards have been made, the Office of University Research and Sponsored Programs shall provide  
136 the applicant with any available feedback generated by the evaluation process, upon request. The Office of  
137 University Research and Sponsored Programs shall submit a report on MGSS every three years to the Academic  
138 Senate.

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140 3.2 REASSIGNED TIME AWARDS

141 Reassigned time will be awarded through a competitive process at the college level. Each college will be allocated  
142 support from Academic Affairs for reassigned time applications. Colleges may supplement this amount with their own  
143 funds. Each reassigned time award will be equal to 3 units of reassigned time for one year.

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145 3.2.1. College faculty councils shall:

- 146 a. Establish the policies and procedures for evaluating reassigned time; and

147 b. Determine the composition and charge of their reassigned time award committee.

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149 3.2.2. Reassigned time awards committee shall:

150 a. Meet to discuss criteria, processes, and procedures for the review, evaluation, and ranking of proposals; and

151 b. Discuss, rank, recommend, and provide written rationale on recommendations of applications to the college  
152 dean.

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154 3.2.3. The College Dean shall:

155 a. Review the college reassigned time and college committee recommendations;

156 b. Make final decisions on reassigned time awards.

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158 3.3 DOCUMENTING WORK ACCOMPLISHED

159 Faculty who receive awards shall be required to submit a reassigned time Report of Work Accomplished by the  
160 announced deadline to the College Dean's office. This requirement must be met whether or not a faculty member  
161 chooses to submit a subsequent reassigned time application.

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163 The documentation of work accomplished shall include:

164 a. What was accomplished;

165 b. How what was learned, experienced, or achieved has contributed to the faculty member's professional  
166 development. This may include how the research, scholarship, or creative activity has contributed to more  
167 effective teaching and enhanced student learning; and

168 c. How the information will be disseminated or showcased.

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169 EFFECTIVE: Immediately