

STUDENT SUCCESS NETWORK EQUITY IN ACTION GRANT PROGRAM- 2021 REQUEST FOR PROPOSALS

<http://www.csustudentsuccess.net/>

Key Dates & Information:

RFP Release Date:	November 1, 2021
Proposal Due Date:	February 1, 2022 (by midnight)
Award Notification:	May 2022
Award Amounts:	\$15,000 to \$20,000
Project Duration:	Expenditures must be completed within 18 months of receipt of funds on campus.

Program Description:

The Network is developing an Equity in Action Grant Program to invest resources back into the system to identify, understand, and disrupt inequities in our system, as well as focusing on opportunities for students to learn, engage, progress, and complete. The intention of the grants is to be accessible to faculty/lecturers, staff, and middle level administrators in the CSU to support innovative thinking, research, and evidence-based practice that leads to institutional change that specifically addresses equity-related challenges.

2021 Proposal Review Criteria:

- Proposals will need to address how the project advances equitable student learning, engagement, progression, and completion.
- Applicants will need to indicate prior experience in addressing equity-related challenges impacting CSU students, although a lack of experience will not necessarily disqualify a proposal.
- Each proposal will also be asked to address communication and dissemination of project outcomes within their campus.
- Proposals will need to include some method of assessment regarding project goals.
- Proposals that include data collected from human participants must include the stipulation that IRB approval from the host campus's IRB committee will be obtained, and proposals that are awarded funding must provide evidence of IRB approval before funds are to be released.
- Plans and expenditures must be feasible within the time and budget proposed.

Eligibility Criteria:

Successful proposals must address equity-related challenges experienced by students enrolled in the originating CSU campus.

Investigators & Key Collaborators:

The Network Equity in Action Grant Program is open to faculty/lecturers, staff, and middle level administrators. Questions regarding participation status can be directed to Dr. Ioakim Boutakidis (iboutakidis@fullerton.edu) or Dr. Bianca Mothé (bmothe@csusm.edu). This RFP will consider only one proposal per lead applicant at this time. Student proposals will need to identify a faculty advisor from their home campus. Identification as a faculty advisor will not count toward the one proposal per lead applicant restriction.

Who Should Submit?

CSU affiliated staff, faculty, and currently enrolled students (undergraduate and graduate) may submit a proposal. Students must be able to identify and gain written approval from a faculty advisor or relevant supervisor at time of submission. Similarly, staff will need to obtain supervisor level authorizations at time of submission. Faculty will need authorization from the appropriate MPP (such as a dean) at time of submission for proposals accepted.

Budget:

The Network Equity in Action Grant Program will accept grant proposals with budgets **up to \$20,000**. Duration of the award will be 18 months from the project start date (stated on the award notification). Funds awarded for this program are *General Operating funds* (state funds) originated from the Network's fiscal sponsor, Sacramento State University. Budgets submitted must comply with all general operating fund policies and procedures of the CSU.

These Network 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, such as those originating from the Network, that receive the majority of their support from legislatively appropriated funds. 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.

Budget Restrictions:

- Faculty and staff salary (release time and additional employment) is not allowable with the Equity in Action Grant Program.
- Student salaries proposed and paid should comply with amounts determined by campus human resources departments. The Network 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 or undergraduate programs with which the student may be involved. The Network's grant funds cannot be used to supplement pay for effort if the student is already receiving payroll from another source. 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 students by name when possible, the student's status (undergraduate or graduate student), the hourly salary rate, the number of hours each student will dedicate to the project, and whether they will be working during the summer and/or academic year. Proposals should ensure that students remain in good-standing and are enrolled throughout the entire period of the proposed project. In addition, student applicants must have faculty and ASC representation on proposal. Student awards will not be considered scholarships.
- Travel expenses are not allowed with the Network Equity in Action Grant Program.
- Payments to external (non-CSU) independent contractors, consultants, and/or vendors are not allowable using grant funds.
- Gift-cards for research incentives are unallowable due to grants classified as Operating Funds.
- If awarded funds are not used in the manner originally stipulated in the applicant's budget proposal, the applicant must obtain approval from the Network via email with documentation of why and how funds will be reallocated.

Proposal Submission:

The complete proposal package, including signed cover sheet, must be submitted electronically on the 2021 Network Equity in Action Grant Program proposal submission form. Only Microsoft Word or Adobe PDF file formats will be accepted.

Proposals must adhere to style and length guidelines stated on the proposal submission form. Failure to follow these guidelines may result in proposal rejection during administrative review.

Proposals that are complete and meet eligibility requirements will be evaluated for merit by a review panel composed of Network members within 90 days of receipt. Funding decisions are based on recommendations made by the review panel, available funds, and the Network's strategic priorities. All decisions will be final and not subject to appeal.

Acknowledgement of CSU Policies and Guidelines

All participants in Network activities are expected to follow the requirements of Title V, Title IX, and California State University (CSU) Executive Orders. For more information on Title IX policies visit:

<https://www2.calstate.edu/titleix>

Awarding of Grant Funds:

Grant funds will be transferred via a Cash Posting Order (CPO) in the year in which the grant is awarded unless otherwise agreed upon with the program office. The fiscal officer for the applicant's college or department will be informed of the pending grant. Please note these grant funds are State funds and the PI and PI's campus are responsible for spending the funds within State accounts and regulations.

Post-Award Reporting Requirements:

Successful PIs are required to submit an interim report 9 months after funding is awarded indicating project progress as well as a final report to the Network within 60 days of the project end date, which will include a summary of project's outcomes. Final reports will need to include a breakdown of financials and report any unused funds, which must be returned to the Network. Unused funds will need to be returned within 60 days of the project end date. Final reports document the need for and help justify continuation of the program. The Network may also contact PIs for longer-term impact reporting and may request permission to use elements of these reports in Network activities (Conference sessions, Academy sessions, etc.) and communication both within the CSU system and to external stake-holders.

Program Contacts:

Submission questions:

studentsuccessnetwork@edinsightscenter.org

Program & RFP Questions:

Dr. Ioakim Boutakidis, Grants Specialist iboutakidis@fullerton.edu

Dr. Bianca Mothé, Director bmothe@csusm.edu