



## **REQUEST FOR PROPOSALS (RFP)**

### **RAPID RESPONSE FUNDING PROGRAM 2018-19**

<https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#rapid-response-funding-program>

#### **KEY INFORMATION**

- Proposals accepted on a continual basis through April 30, 2019, or until all funding is expended.
  - Projects must begin between July 1, 2018 and June 30, 2019.
- Award Minimum: \$2,500
- Award Maximum: \$7,500

#### **PROGRAM DESCRIPTION**

The CSU Council on Ocean Affairs, Science and Technology (COAST) is the umbrella organization for marine, coastal and coastal watershed related activities within the CSU. COAST promotes research and education to advance our knowledge of marine and coastal resources and the processes that affect them and disseminates scientific information to stakeholders for the development of responsible policy statewide. The scope of COAST includes

- The open and coastal ocean;
- Coastal zones (bays, estuaries, beaches);
- Coastal watersheds: there must be clear and direct linkages between the organism, material or process in the watershed and the coast or ocean (e.g., anadromous fish, surface and groundwater flow, water quality).

Work supported by COAST is NOT limited to California. Please see

<https://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx> for additional information.

The COAST Rapid Response Funding Program provides funding for projects of opportunity that require a quick response outside of the existing annual COAST funding programs. Funds must be used to support activities associated with an unexpected or sudden event. Funds may not be used to support activities related to predictable, recurring events that occur on an annual or seasonal basis with relative regularity (e.g., annual migration, seasonal spawning).

Unpredictable, ephemeral opportunities to access data, facilities or specialized equipment, or unexpected problems that require immediate attention are eligible for funding. Applications may cover a wide variety of marine, coastal or coastal watershed-related research topics (broadly defined) that are aligned with COAST's mission, vision and goals

(<https://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx>).

This announcement serves as the Request for Proposals (RFP) for projects to be initiated July 1, 2018 - June 30, 2019. A strong proposal will clearly indicate the significance of the specific proposed work and demonstrate the urgency of the request. Proposals should have a well-developed rationale and a strong theoretical basis with clear, testable hypotheses. Research that addresses important regional issues, problems and opportunities is appropriate. Eligible activities may include (but are not limited to):

- Data collection and/or generation (e.g., experiments, field work, surveys, sample analysis, data analysis);
- Travel to conduct work at another facility or location;
- Student support as related to the above activities.

Successful proposals will clearly demonstrate understanding and support of COAST's mission, goals and objectives (<https://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx>). Time-critical studies that have the potential to lead to subsequent long-term funding are encouraged, but pursuit of follow-on funding is not required. A list of projects funded to date through this program can be found at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/past-faculty-awards.aspx>. Examples of potential future projects include (*but are not limited to*) mass stranding events, non-native species observations, harmful algal blooms, tsunamis, etc.

Applicants are strongly encouraged to contact the COAST Director, Dr. Krista Kamer, prior to proposal submission to discuss the potential project and express their intent to submit a proposal. The turnaround time between the date of the request (proposal submission) and the beginning of the project is expected to be 8-10 weeks. Projects may be up to 12 months in duration. Awardees are required to submit a final project report **and** a final product to COAST (see **Post-Award Requirements** below). While not required, awardees are urged to leverage COAST support as appropriate. Using the results of the funded project to develop and submit a full proposal for extramural funding or to submit a manuscript for publication in a peer-reviewed scientific journal is strongly encouraged.

## **ELIGIBILITY**

All CSU tenured/tenure-track faculty and research associates (broadly defined) are eligible to apply individually or as collaborators. Non-CSU personnel may be included as unfunded collaborators. If an applicant is not tenured/tenure-track, a tenured/tenure-track faculty member from the same campus must be listed as a sponsor. Students are not eligible to apply.

All applicants must be members of COAST in good standing as evidenced by:

- 1. Inclusion in the COAST Faculty email list** (sign up at <https://www2.calstate.edu/impact-of-the-csu/research/coast/Pages/faculty-sign-up.aspx>);
- 2. No past due obligations to COAST from awards issued within the last 36 months.**
  - a.** Principal Investigators (PIs) with a current COAST award issued within the last 36 months may respond to this RFP as long as they do not have any overdue obligations associated with their award.
  - b.** PIs with a current COAST award issued within the last 36 months who have overdue obligations to COAST from their award (e.g., progress reports, submission of full proposal for extramural funding) may not respond to this RFP.

**3. PIs who received COAST support more than 36 months prior are eligible to respond to this RFP regardless of the outcome of their prior funding.**

**AWARD CONDITIONS AND LIMITATIONS**

Justified and normally allowable expenses such as supplies and services, travel, and support for student assistants will be considered. No cost-share is required. PI support (e.g., academic year release time, academic year additional employment, summer salary) is not allowed. All funds awarded must be used for the specific purposes requested and approved and may not be converted to other uses without prior authorization.

Projects may be up to 12 months in duration. A three-month no cost extension (NCE) can be requested with sufficient justification. The request must be made no less than 30 days before the scheduled project end date.

Recipients may not receive more than one award per academic year.

Funding provided originates from the State General Fund (CSU Fund 485). Awards will be transferred to the award recipient's College by Cash Posting Order (CPO) and managed by the respective Dean's Office. Awards cannot be transferred to campus research foundations, auxiliaries, corporations, etc. Awards are not subject to campus indirect costs (facilities and administrative fees)<sup>1</sup> or any other type of fee from any source.

All funding described in this announcement is contingent upon COAST's receipt of State General Fund monies from the California State University.

**PROPOSAL PREPARATION AND SUBMISSION PROCEDURES**

Proposals must be routed through and reviewed by campus pre-award offices in accordance with standard campus procedures and policies. Preparation of this proposal should follow the same channels as all other proposals for extramural funding. Proposals must be submitted through the campus' pre-award office as a single pdf file to [csucoast@csumb.edu](mailto:csucoast@csumb.edu) using the cover page provided at Proposals submitted directly by applicants will be returned without consideration.

Proposals must be submitted using a standard 12-point font (Times New Roman, Arial, etc.), single spaced, and have margins of one inch on all sides. The following elements must be included:

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<sup>1</sup> Provisional Guidance on Allowability of Indirect (F&A) Costs on CSU Internal Grant Proposals: Grants issued from CSU lottery funds, student fees (including State University fees) or other legislatively appropriated funds, as a result of a competition within the CSU, shall not be subject to indirect/F&A costs. Indirect cost will not be allowed as a grant-funded expense in proposals submitted in response to RFPs from programs that receive the majority of their support from student/university fee revenue or lottery funds. However, the F&A foregone at the campus/auxiliary's federally negotiated off-campus rate may be shown as cost match on the proposal. This amount may also be used by the auxiliary or enterprise fund as an offset to the university's cost allocation plan, in accordance with EO 753/1000.

**1) Cover Page** (provided at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#rapid-response-funding-program>)

One Cover Page per proposal must be provided.

1. Proposal title
2. Amount of funding requested
3. Proposed project start and end dates
  - a. Projects must be initiated July 1, 2018 - June 30, 2019.
  - b. The proposed start date may not be less than eight weeks from the date the proposal is submitted to COAST.**
  - c. Projects may be up to 12 months in duration.
4. PI name(s) and contact information
5. Name and contact information for pre-award personnel submitting proposal (note: this is not the PI).
6. Names and contact information for three suggested reviewers
  - a. The suggested reviewers must be CSU faculty members or research associates and may not be 1) from your home campus or 2) anyone with whom there may be a potential conflict of interest. You may consider using <https://fresca.calstate.edu> to help identify potential reviewers.

**2) Signature Pages**

One set of Signature Pages must be completed for each department with one or more PIs requesting funding. These pages should not be completed by departments with PIs who are participating in the proposal but are not requesting funding.

1. Proposal title
2. PI name(s) and contact information
  - a. If there is more than one PI participating from the department, please cut, paste and complete the PI section as needed
    - i. Please contact Beth Pardieck ([epardieck@csumb.edu](mailto:epardieck@csumb.edu)) if you need help modifying the form
3. Amount of funding requested by the PI(s) in the department
4. Contact information and authorized signature of PI's Chair, Dean, Dean's Resource Manager/Budget Analyst, and campus pre-award officer

**3) Project Summary**

Provide a summary of the proposed activity not more than 300 words in length. The Project Summary should consist of an overview and a statement on the intellectual merit of the proposed activity. The overview should include a brief summary of the proposed objectives, activities for which funding is requested and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge. If the proposal is funded, the Project Summary will be posted on the COAST website:

<https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/past-faculty-awards.aspx>.

#### 4) Narrative

The narrative of the proposal must not exceed four (4) pages in length. The page limit includes tables and figures but not the Cover Page or references. Do not begin text of the application on the Cover Page.

Describe in detail the proposed activity for which funding is requested. A strong proposal will clearly describe 1) the significance of the project including an explanation of the urgency of the request and 2) how the proposed activity is relevant to COAST. The proposal should be written for reviewers who are not experts in the applicant's specific field.

Please use the headings below to organize your narrative. Note that these elements comprise the evaluation criteria (point value of each individual element provided in parentheses).

- 1. Intellectual Merit and Need (40 points):** Describe the proposed activity for which funding is requested. Describe the purpose of, need for, and originality of the proposed activity. There should be a well-developed rationale for the proposed activity and a strong theoretical basis with clear, testable hypotheses. Indicate whether this project breaks new ground or is part of a continuing activity. Clarify the nature of each participant's contribution to the project making clear how the collaboration, if applicable, will increase the scope or significance of the proposed project and its contribution to the discipline.
- 2. Urgency of the Request (20 points):** Explain the need for short-term funding within the next 12 months. Explain why the proposed work must be initiated in the near future.
- 3. Expected Benefits Related to COAST (10 points):** State how the proposed activity is relevant to COAST's mission, goals and objectives (<https://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx>). Explain how the proposed work will strengthen COAST, and collaboration among CSU campuses if applicable.
- 4. Potential for Student Involvement (7.5 points):** Describe the nature and extent of involvement of undergraduate and graduate students in the project.
- 5. Implementation Plan (7.5 points):** Include a work plan with a timeline describing the specific activities in which the PI or PIs will engage.

#### 5) Budget and Justification (15 points)

1. Provide a line item budget and detailed justification.
2. If more than one campus is applying, a separate budget and justification should be provided for each campus requesting support.
  - a. The budget and justification are limited to two pages per campus.

#### 6) Additional Materials

1. A two-page curriculum vitae (CV) must be included for each PI. CVs should include a complete education history and appropriate research (including publications) and professional activities covering at least the last three years. NIH and NSF biographical sketches are good examples of what might be included.
2. A list of all current and pending internal and external support for research/scholarship must be submitted for each PI.

3. Faculty members who have received prior funding through COAST within the last five years must include a report on the outcome of that funding using the **Prior Funding Report Form** available at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#rapid-response-funding-program>.

## **POST-AWARD REQUIREMENTS**

### **Reporting**

1. Within 30 days of the project end date, a final project report must be submitted. COAST will provide a report template with space to report activities, success in meeting milestones identified in the original timeline, any problems encountered, and a list of participating students. Any extramural funding obtained or publications resulting in whole or in part from this award should be included.
2. Within 60 days of the project end date, a 600-800 word summary of the project with preliminary findings and images for inclusion on the COAST website must be submitted as a final product. See <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#rapid-response-funding-program> for examples of postings from prior awards. COAST staff will work with awardees on the appropriate level of scientific and technical detail.

### **Acknowledgement of Support**

The awardee is responsible for assuring that acknowledgment of COAST support is made in any publication (including Web pages) or presentation of any material based on or developed under this project, in the following terms:

"This material is based upon work supported by the California State University Council on Ocean Affairs, Science & Technology (COAST) under Award No. (COAST grant number)."

### **Additional funding for this project**

Awardees are required to inform COAST of any other CSU support (e.g., WRPI, CSUPERB, any CSU system-wide or campus-based support) secured before or during the award period that also supports these efforts.

### **For further information contact:**

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