



**GRANT DEVELOPMENT PROGRAM 2021  
Request for Proposals (RFP)**

**Application Deadline: Monday, September 14, 2020, 5:00 p.m. Pacific time**

**\*\*Revised 7/30/2020-Changes marked in blue\*\***

**KEY DATES & INFORMATION**

Application Deadline: Monday, September 14, 2020, 5:00 p.m. Pacific time

Award Minimum: \$5,000

Award Maximum: \$20,000

Project Duration: May 1, 2021 – October 31, 2022

**COVID-19 Related Workplan:** Awardees may be required to submit a workplan prior to beginning work that describes how the work will be conducted under any federal, state or local public health orders that may be in place or are anticipated to be in place during the award period that restrict access to research facilities.

**For further information contact:** Dr. Krista Kamer, COAST Director, (415) 518-2161, [kkamer@csumb.edu](mailto:kkamer@csumb.edu).

**PROGRAM DESCRIPTION**

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 [www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx](http://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx) for additional information.

The purpose of the COAST Grant Development Program (GDP) is to stimulate CSU faculty members and research associates to develop and submit full proposals to external funding agencies and organizations for marine and coastal research and educational projects with the ultimate goals of increasing 1) the total amount of extramural funding for marine and coastal related research and education and 2) the number of externally funded marine and coastal related principal investigators (PIs) throughout the CSU.

This announcement serves as the Request for Proposals (RFP) for the COAST GDP for work to be conducted from May 1, 2021 – October 31, 2022, in support of subsequent full-length proposal development and submission to external funding agencies and organizations. Proposals to develop subsequent full-length proposals on any fundable topic are eligible providing they

seek to advance or promulgate knowledge of our marine, coastal and coastal watershed resources and the processes that affect them. Proposals may cover a wide variety of topics including, but not limited to, marine and/or coastal-related research and activities (broadly defined) that are aligned with COAST's mission. Proposals for work outside of CA are perfectly acceptable, but the applicant(s) must make clear how the work benefits CSU faculty members and students.

Proposals from single PIs as well as those from multiple PIs at the same campus or different CSU campuses are permitted. Proposals from new investigators who have not previously received COAST funding are encouraged. Proposals with collaborative approaches that promote integrative research and/or educational initiatives and that include regional and/or disciplinary diversity are encouraged. Applicants are especially encouraged to assemble collaborators from the social sciences or other disciplines as appropriate. COAST intends to fund at least one highly ranked transdisciplinary research proposal that includes investigators from at least two of the following three areas: natural sciences, engineering or social sciences.

Priority will be given to proposals with the most potential to attract significant external funding and form the basis for a long-term research program. Proposals requesting funding to develop new, previously un-submitted full proposals for external funding that are consistent with the [COAST 2016-2021 Strategic Plan](#) shall be highly considered. Proposals seeking support to revise and re-submit existing proposals for external funding will be considered as well with appropriate justification. COAST reserves the right to exercise discretion when making awards.

Applicants are encouraged to simultaneously submit a companion Short Course, Workshop and Symposia Funding Program application if convening a workshop to further external proposal development is warranted.

## **USE OF FUNDS**

Funds are intended to support activities deemed necessary to maximize subsequent success in obtaining external funding in support of scholarly work. Requests may include support for activities or support such as the following, but are not limited to these examples:

- Data collection and/or generation (e.g., experiments, field work, surveys, sample analysis; data analysis);
- Travel to conduct work at another facility;
- Student support as related to the above activities;
- Academic year release time, academic year additional employment, summer salary (see following paragraph).

CSU PIs may request support for academic year release time, academic year additional employment and/or summer salary. A request may include a combination of these categories. Support for associated fringe benefits may be requested if there is no other source available to cover them. There is no specific limit to the amount that may be requested for PI support relative to other categories (e.g., student support, travel, sample collection, etc.). Requests for PI support must be well justified and aligned with the objectives of the proposal.

In accepting an Award, the PI(s) commits to develop and submit a full-length proposal for external funding through their host campus research office within 24 months of receiving a COAST award. It is recommended that applicants plan to seek a minimum 10:1 return on

investment. I.e., applicants requesting \$10,000 in support from COAST should plan to seek at least \$100,000 in external funding.

## **ELIGIBILITY**

All CSU faculty members and research associates (broadly defined) are eligible and encouraged to apply. All PIs must have PI status on their home campus. Priority will be given to full-time Unit 3 members. If the Lead PI is not tenured/tenure-track, a tenured/tenure-track faculty member from the PI's campus must be listed as a co-PI. Students are not eligible to apply. All applicants must be members of COAST in good standing as evidenced by:

- Inclusion in the COAST Faculty email list (sign up at [www2.calstate.edu/impact-of-the-csu/research/coast/Pages/faculty-sign-up.aspx](http://www2.calstate.edu/impact-of-the-csu/research/coast/Pages/faculty-sign-up.aspx));
- No **past due** obligations to COAST from awards issued within the last 36 months.
  - 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.
  - 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.
- PIs who received COAST support more than 36 months prior are eligible to respond to this RFP regardless of outstanding obligations or the outcomes of prior funding.

CSU staff and members of the COAST Executive Committee may be Lead PI or co-PIs but may not receive academic year release time, academic year additional employment and summer salary support.

## **AWARD CONDITIONS AND LIMITATIONS**

Justified and normally allowable expenses such as PI support (e.g., academic year release time, academic year additional employment, summer salary), support for student assistants, supplies and services, and travel will be considered as long as they clearly contribute to proposal development. **Funding for staff positions may be requested only if it directly contributes to the science itself. Funding may not be requested for staff positions for grant administration or clerical work.** Funds may be requested for acquisition of capital equipment over \$5,000 with a life of more than one (1) year with additional justification (see Additional Materials, item e). No cost-share is required.

Funding provided originates from legislatively appropriated funds. 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.

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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

Award recipients must develop full-length proposals to external funding agencies or organizations that will further COAST's goals and objectives and/or make use of the COAST network. All funds awarded must be used for the specific purposes requested and approved and may not be converted to other uses without prior authorization. Work must be conducted between May 1, 2021 and October 31, 2022. A six-month no-cost extension (NCE) will be allowed with adequate justification and a revised budget. A NCE must be requested no less than 30 days before the award end date. Only one NCE will be allowed.

Individual applicants may participate in multiple proposals but may submit only one request for PI support in response to this RFP; multiple requests for PI support will disqualify all requests by that applicant.

Awards will not be given to individuals to write or complete manuscripts.

*PI support*

Assigned time funding is provided based on the system-wide Minimum Annual Rate for Assistant Professor/Lecturer B. This rate is projected to be \$2,141 per semester weighted teaching unit (WTU) and \$1,428 per quarter WTU as of July 1, 2020<sup>2</sup>. Benefits are not included for academic year release time support. Assigned time funding, if awarded, may not be deferred for use beyond October 31, 2022.

Academic year additional employment and summer salary funding, if awarded, may be used after October 31, 2022, if requested as part of a NCE following the procedure described above and approved by COAST. Any PI support that is unused at the end of the award period (including a NCE period) will be forfeit and returned to COAST.

Appropriate taxes may be deducted from academic year additional employment and summer salary by the PI's home campus. It is incumbent upon each applicant to determine if s/he can receive academic year additional employment or summer salary and the mechanism by which it will be paid BEFORE responding to this RFP. This information must be supplied in a letter as part of the application (see Additional Materials (d) in the following section). NOTE: academic year additional employment and/or summer salary will be administered through the awardees' Dean's office and not the campus auxiliary/foundation/corporation/etc.

*All funding described in this announcement is contingent upon COAST's receipt of legislatively appropriated funds from the California State University.*

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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.

<sup>2</sup> Awards will be adjusted as needed to match actual rates.

## **PROPOSAL PREPARATION AND SUBMISSION PROCEDURES**

**Proposals are due by 5:00 p.m. Pacific time Monday, September 14, 2020. Proposals received after the deadline will not be considered.**

**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 Pages (required for all proposals) and Principal Investigator Pages (if necessary) provided at [www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx](http://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx). Proposals submitted directly by applicants will be returned without consideration.**

Successful proposals will clearly demonstrate understanding and support of COAST's mission, goals and objectives ([www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx](http://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx)). The external sponsor to whom the full proposal will be directed must be identified and detail provided on the specific program to be targeted, the projected submission date, and evidence of sponsor interest in the research/educational project proposed. Delineation of the sources to which the PI(s) plans to apply for funding is an essential part of the application.

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:

### **1) Cover Pages (<https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#grant-development-program>)**

- One set of Cover Pages is required for every proposal.
- All information must be typed and the form must be included with the rest of the application materials in one single pdf file. All information is required.
  - Provide the proposal title and specify the total amount of funding requested, number of CSU campuses involved, and whether funds are requested to develop a new proposal or to revise an existing proposal for resubmission.
  - Provide names and contact information for the Lead PI and any co-PIs.
  - Identify the funding agency and solicitation or program that will be targeted and provide information on the planned full proposal.
  - Provide name and contact information for Grants Office personnel submitting the proposal.
  - Provide the names and contact information for three suggested reviewers.
    - These reviewers must be CSU faculty members or research associates and may not be from your home campus or 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) Principal Investigator Support Pages (<https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#grant-development-program>)**

- One set of Principal Investigator Support Pages is required for each PI requesting academic year release time, additional academic year employment or summer salary support. These pages are **not** required for PIs who are not requesting these types of support.
  - More than one type of support can be requested.
  - If benefit support is requested for either additional academic year employment or summer salary, please include that cost in the **Cost per unit time** amount (please see item 6d below for additional detail on requesting benefits support).
- Provide the contact information and authorized signature for the PI's Chair, Dean, and Dean's Resource Manager/Budget Analyst.
  - **All information except signatures must be typed.**
  - **WHILE COVID-19 RELATED WORK RESTRICTIONS ARE IN PLACE, THE FOLLOWING ARE ACCEPTED IN PLACE OF ACTUAL SIGNATURES:**
    - Digital and electronic signatures
    - Email from signer confirming their approval as indicated on the PI Support Pages.
      - E.g., a chair would send an email to [csucoast@csumb.edu](mailto:csucoast@csumb.edu) stating "By way of this email I confirm that I approve the PI's request for academic year release time, additional academic year employment or summer salary and understand that an award, if made, will be routed through the College and that the Department may be asked to assist in implementing the award."
- Signed forms must be scanned and included with the rest of the application materials in one single pdf file.

### 3) Project Summary

Provide a summary of the proposed activity no 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 description of the activities that will result if the proposal is funded and a statement of objectives 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. The Project Summary is **not** included in the six-page maximum for the Narrative.

### 4) Narrative

The narrative of the proposal must not exceed six (6) pages in length. The page limit includes tables and figures but does not include the Project Summary, References, Cover or Signature Pages. Do not begin text of application on the Cover Page.

A strong proposal will clearly detail 1) the significance of the project; 2) how submission of a full proposal will be facilitated by the COAST award; and 3) the potential to attract significant external funding to sustain a long-term effort research program. 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 provided in parentheses).

**Intellectual Merit and Need (40 points):** Describe in detail the proposed activity for which funding is requested. Within the context of previous work on this topic, describe the purpose of, need for, and originality of the proposed activity. Indicate whether this project breaks new ground or is part of 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.

**Strategy for securing extramural funding (20 points):** Describe your intent and strategy for securing extramural funding.

- Describe in detail the funding agency and program you plan to apply to.
- Discuss how the proposed activity aligns with the targeted funding agency's goals and objectives.
- Provide documentation of the sponsor's interest in the specific project or type of project proposed, such as examples of recently funded projects similar in nature.
- It is highly recommended that you contact the program officer or appropriate personnel at the targeted funding agency to discuss your ideas and determine if your work is a good fit for the program. Please provide details of this interaction.
- If planning to submit an unsolicited proposal, demonstrate that the target agency has a track record of accepting unsolicited proposals of the type planned.
- If the targeted funding opportunity requires cost-match, the source of the match must be identified.

**Expected Benefits Related to COAST (10 points):** State how the proposed activity and subsequent proposal fulfills the mandate of COAST ([www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx](http://www2.calstate.edu/impact-of-the-csu/research/coast/about/Pages/about.aspx)). Explain how the proposed work will strengthen COAST, including collaboration among CSU campuses if applicable. Proposals for work outside of CA must make clear how the work benefits CSU faculty members and students.

**Potential for Student Involvement (7.5 points):** Describe the nature and extent of involvement of undergraduate and graduate students in the project.

**Implementation Plan (7.5 points):** Include a work plan with a timeline describing the specific activities in which the PI(s) will engage during the award time period.

**5) Budget and Justification (15 points; not to exceed 2 pages per campus)**

- a. Provide a line item budget and detailed justification. Explain in detail how the requested support will facilitate proposal development.
- b. For assigned time, use the rates listed on page 4 of this RFP.
- c. A separate budget and justification must be provided for each campus requesting support.

**6) Additional Materials**

- a. 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.
- b. A list of all current and pending internal and external support for research/scholarship must be submitted for each PI.

- c. If academic year release time funding is requested, a letter of support from the PI's Department Chair must be provided indicating that the request 1) is justified for the activity proposed and 2) will be granted to the PI as specified in the proposal if the award is made. In the event that a faculty member and his/her Chair are both applying for an Award, the faculty member's letter should come from his/her Dean, with the same provisions.
- d. If academic year additional employment and/or summer salary is requested, a letter from the PI's Dean must be provided 1) indicating that the request is justified for the activity proposed, 2) explaining the mechanism by which the salary will be paid (e.g., wages, special consultant agreement) and 3) detailing any fringe benefit costs that must be paid and the source from which they will be paid. Awards may be used to cover fringe benefit costs only if there is no other source available of funding. If fringe benefit costs are requested, the letter from Dean must explicitly state that no other source of funding is available.
- e. If requesting funds to acquire capital equipment over \$5,000 with a life of more than one (1) year, justification must be provided. Specifically, the applicant must articulate how the capital equipment is integral to the development and submission of a full proposal for extramural funding (one-page limit).
- f. **Requests for support to revise and resubmit existing proposals must be accompanied by a copy of the declined proposal and the reviews (panel summary and individual reviews if applicable).**
- g. 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 ([https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Documents/COAST\\_GDP\\_Prior\\_Funding\\_Report\\_Form.docx](https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Documents/COAST_GDP_Prior_Funding_Report_Form.docx)).

## POST-AWARD REQUIREMENTS

A progress report will be required nine months after the award period begins and another report will be requested following the end of the award period. Additional reports may be requested until the conditions of the award are satisfied. Reports must detail progress to date, success in meeting milestones identified in the original timeline, any problems encountered and plans for mitigating such challenges and adjusted timelines if necessary. COAST will provide progress report templates.

Within 24 months of the award date, award recipients are obligated to submit a full proposal to an external funding agency or organization that was generated at least in part as a result of the award. An electronic copy of the complete submitted proposal including all budgets must be provided electronically to Dr. Krista Kamer ([kkamer@csumb.edu](mailto:kkamer@csumb.edu)), COAST Director. Submission of letters of intent, preliminary proposals and pre-proposals will not fulfill this requirement. Please immediately notify COAST staff when extramural funds are awarded as a result of this program either in whole or in part.