



**SHORT COURSE, WORKSHOP AND SYMPOSIA (SC/WKSHP/SYM)  
REQUEST FOR PROPOSALS (RFP) AY 2018-19**

<https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#workshop-and-symposia-funding>

**KEY DATES & INFORMATION**

- Proposals will be accepted on a continual basis until April 30, 2019, or until all funds are awarded, whichever occurs first.
- Events must be held between July 1, 2018, and November 30, 2019, and within six (6) months of award notification.
- Award Minimum: \$2,500
- Award Maximum: \$10,000

**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 [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 COAST Short Course, Workshop and Symposia (SC/WKSHP/SYM) funding opportunity is intended to stimulate the development and hosting of short courses, workshops or symposia on any topic that falls within or is related to the scope of COAST. The SC/WKSHP/SYM should promote inquiry, learning, and analysis with the intent to increase the knowledge base and expertise of CSU faculty members and students in particular. Benefits to the larger scientific community with the ultimate goal of advancing scientific knowledge and understanding broadly are also encouraged. Several examples of envisioned formats include, *but are not limited to*,

- A series of presentations by experts who introduce both the fundamental tenants and state-of-the-art knowledge of a specific topic or practice of a particular technique.
- A meeting at which a group of people engage in intensive discussion, analysis and/or activity on a particular subject or project.

- A gathering that emphasizes exchange of ideas and the demonstration and application of techniques, skills, etc.

This announcement serves as the Request for Proposals (RFP) for SC/WKSHP/SYM to be held between July 1, 2018 and November 30, 2019. SC/WKSHP/SYM may be convened by CSU faculty members, departments, facilities, and centers or institutes (broadly defined). Proposals from a single Principal Investigator (PI) are permitted; collaborative approaches involving multiple PIs that promote interdisciplinary, integrative topics or approaches are highly encouraged. **The SC/WKSHP/SYM cannot be limited to participants from the applicant's home campus**; the intent must be to advertise broadly and invite participants from throughout the CSU as well as from government agencies, non-profits and the private sector as appropriate.

Successful proposals will clearly demonstrate the value of and need for the proposed SC/WKSHP/SYM and how it aligns with 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)). Examples of potential SC/WKSHP/SYM themes include, *but are not limited to*,

- Instruction on focused subject matter (e.g., marine mammal physiology, rocky intertidal ecology, HABs)
- Appropriate application of a new technology or technique (e.g., proteomics, GIS, statistics)
- Exploration of a critical scientific issue or topic in general (e.g., ocean acidification, sea-level rise, marine debris) or a recent event or phenomenon (e.g., disease outbreak, oil spill, meteorological or geophysical event).

While not required, an outcome such as a white paper or published manuscript is highly desirable.

## **ELIGIBILITY**

All CSU faculty members and research associates (broadly defined) are eligible and encouraged to apply. Applicants may apply singly or with other CSU collaborators. All PIs must have PI status on their home campus. Priority will be given to full-time Unit 3 members. If the PI is not tenured/tenure-track, a tenured/tenure-track faculty member 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:

- 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 support for supplies and services, travel and student assistants will be considered as long as they clearly support the development and convening of a SC/WKSHP/SYM. Cost-share is not required, but it will be viewed favorably. All funds awarded must be used for the specific purposes requested and approved and may not be converted to other uses without prior authorization. Award recipients must develop and host a short course, workshop or symposium within six (6) months of award notification.

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.

Applicants may not receive more than one award through this program per academic year.

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

**PROPOSAL PREPARATION AND SUBMISSION PROCEDURES**

Proposals will be accepted on a continual basis until April 30, 2019, or until all funds are awarded, whichever occurs first.

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 official Cover Page (see below). Proposals submitted directly by applicants will be returned without consideration.

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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.

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 Page** (provided at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#workshop-and-symposia-funding>)

One Cover Page per proposal must be provided.

- a. Proposed SC/WKSHP/SYM title
  - b. Amount of funding requested
  - c. Proposed date(s)
    - i. The SC/WKSHP/SYM must be held between July 1, 2018, and November 30, 2019, and within six (6) months of award notification.
    - ii. **The proposed date may not be less than eight weeks after the proposal is submitted to COAST.**
  - d. Proposed location
    - i. If SC/WKSHP/SYM will be held at a location other than the PI's home campus, evidence must be provided that the venue is available for the proposed activity (see Additional Materials below).
  - e. Indicate if the proposal is a companion proposal for a [Grant Development Program](#) submission.
  - f. PI name(s) and contact information
  - g. Name and contact information for pre-award personnel submitting proposal (note: this is not the PI).
- 2. Signature Pages** (provided at <https://www2.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/faculty-funding.aspx#workshop-and-symposia-funding>)
- 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.
- a. Proposed SC/WKSHP/SYM title
  - b. Amount of funding requested by the PI(s) in the department
  - c. PI name(s) and contact information
    - i. If there is more than one PI participating from the department, please cut, paste and complete the PI section as needed
      1. Please contact Beth Pardieck ([epardieck@csumb.edu](mailto:epardieck@csumb.edu)) if you need help modifying the form
  - d. 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 description of the activities that will occur and any anticipated outcomes or products that will result from an award. If the proposal is selected for funding, the Project Summary will be posted on the COAST website. The Project Summary is *not* included in the four-page maximum for the Narrative.

- 4. Narrative** (not to exceed 4 pages; page limit includes tables and figures but does not include Cover Page, Signature Pages or references; do not begin text of proposal on the Cover Page)

A strong proposal will clearly detail 1) the significance of the activity; 2) how the development and convening of the SC/WKSHP/SYM will be facilitated by the COAST award; and 3) the potential impact of the SC/WKSHP/SYM. The proposal should be written for reviewers who are not experts in the applicant's specific field.

Please use the headings below to organize the narrative. Note that these elements constitute the evaluation criteria (point values provided in parentheses).

**Need and Ability (60 points):** Describe in detail the proposed activity for which funding is requested and address the following questions:

- Why is the proposed SC/WKSHP/SYM needed? What gap in knowledge will it seek to fill, what questions will it answer, or what value will it provide?
- What is the proposed format of the SC/WKSHP/SYM? Who will facilitate the SC/WKSHP/SYM? How will participation by all attendees be ensured?
- When and where will the SC/WKSHP/SYM be held? What special resources or equipment are needed (e.g., computer lab, vessel, wet lab)? If access to a laboratory, facility or vessel is required, please provide a letter from the director of the resource indicating that they will provide access for the proposed SC/WKSHP/SYM if funding is awarded.
- Who is the target audience for the SC/WKSHP/SYM? How will it be advertised? How will attendance be encouraged and facilitated? How many participants will this SC/WKSHP/SYM serve?
- What are the expected outcomes or impacts of the SC/WKSHP/SYM? How will they be disseminated?

**Expected Benefits Related to COAST (10 points):** State how the proposed activity and expected outcomes fulfill the mandate of COAST ([calstate.edu/coast/about](http://calstate.edu/coast/about)). Explain how the proposed activity will strengthen COAST, and collaboration among CSU campuses if applicable.

**Implementation Plan (10 points):** Include a work plan with a timeline describing the specific activities in which the PI or PIs will engage.

- 5. Budget and Justification (20 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 the development and hosting of the SC/WKSHP/SYM.
  - b. If more than one campus is applying, a separate budget and justification should be provided for each campus requesting support.
    - i. The budget and justification are limited to two pages per campus.
- 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 the SC/WKSHP/SYM will be held at a location other than the PI's home campus, evidence must be provided that the venue is available for the proposed activity. For example, if an applicant plans to convene the event at a marine laboratory, a letter from the facility's Director confirming that the facility/vessel/room is available for the proposed date for the purpose of the event would be appropriate.
  - d.** If any permits or special permissions are required to complete the proposed activity, please list them and indicate whether or not you already have each item or will obtain it if awarded funding through this RFP (e.g., CDFW scientific collecting permit, approved IACUC protocol, etc.)
  - e.** Faculty members who have received prior funding through COAST within the last three 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#workshop-and-symposia-funding>

### **POST-AWARD REQUIREMENTS**

A final report must be submitted to COAST no less than 60 days after the SC/WKSHP/SYM is held. The report must list the participants will affiliations, include the agenda, describe the format (e.g., presentations, discussion, work groups, etc.) and detail the outcome(s), including any plans for future products. A fillable report template will be provided. This obligation must be met in a timely fashion in order to apply for COAST funding in the future.

Please immediately notify COAST staff if extramural funds are awarded as a result of this support either in whole or in part.

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

Dr. Krista Kamer  
COAST Director  
Office: (323) 343-2546  
Cell: (415) 518-2161  
[kkamer@csumb.edu](mailto:kkamer@csumb.edu)