

## DORIS A. HOWELL FOUNDATION - CSUBIOTECH RESEARCH SCHOLARS PROGRAM 2024 REQUEST FOR PROPOSALS

[www.calstate.edu/csuperb](http://www.calstate.edu/csuperb)



### Important Dates and Information:

RFP Release Date:	September 7, 2023
Proposal Due Date:	Monday, November 13, 2023 by 5:00 p.m. pacific time
Award Notification:	November 2023
Award Amount:	\$3500

### Program Description:

The California State University Program for Biotechnology (CSUBIOTECH) partners with the Doris A. Howell Foundation for Women's Health Research (<http://www.howellfoundation.org/>) to fund promising undergraduate student research projects in topics related to women's health. Together the Howell Foundation and CSUBIOTECH recognize that research experience is critical to engaging and graduating students interested in careers in women's health. In fact, the great majority of Howell-CSUBIOTECH scholars go on to apply successfully for graduate degree programs and industry jobs.

### 2023-2024 Howell-CSUBIOTECH Research Scholars Review Criteria:

Proposals will be reviewed based on the following criteria:

- The feasibility and originality of the research plan.
- The applicant's ability to effectively communicate the research plan and its connection to women's health. **Student applicants must write project description, essays and summaries using their own words.**
- The student's academic and research promise, evidenced by a student transcript and faculty mentor's letter of support.
- CSU faculty mentor's commitment to the project and the student's success.
- CSUBIOTECH will limit the number of awards made to 2 students from a faculty member's research program.

### Program Eligibility and Proposal Requirements:

- The Howell-CSUBIOTECH program is open to any CSU undergraduate student in good academic standing and planning to be enrolled on his or her CSU campus for the Spring 2024 term. Applicants must be able to complete the project proposed by the end of the 2024 summer term.
- The proposed project must be an original, faculty-mentored student research project. Literature reviews are not acceptable. Howell-CSUBIOTECH awards may be used to support research activities as part of official school programs, such as honors or senior projects, and the proposed work can be part of a larger project.
- Any original research topic related to women's health is eligible. The range of eligible topics is exceptionally broad and covers much of the life and clinical sciences. The research project need not be focused upon female subjects or tissues; the program funds projects studying general health concerns that affect both sexes.
- The proposed project must be biotechnology-related. Please note that CSUBIOTECH welcomes and encourages proposals from students in all biotechnology-related disciplines, including but

not limited to life science, physical science, clinical science, math, computer science, agricultural science, engineering, and/or business. Recipients of previous Howell-CSUBIOTECH Awards cannot apply for an extension or funding for an additional project.

- Projects with IRB, IBC, or IACUC requirements must provide proof of campus approval by the time awards are made. CSUBIOTECH will not make awards to projects without IRB or IACUC approvals by the time of award in November 2023.

### Funds Administration:

Award amount is \$3500. Please note that indirect costs are not allowed.

The full amount of the award will be provided as a student scholarship which may be used for living expenses, tuition, fees, books or other allowable academic expenses as defined by the student's campus office of financial aid/scholarship. Timing for the release of scholarship funds is determined exclusively by the student's campus office of financial aid/scholarship and applicants are encouraged to discuss this with their office prior to submitting their application.

Applicants are strongly encouraged to consult with their campus financial aid office **prior to applying** to determine the potential impact of awards and grants on financial support provided through their university, especially financial aid packages. Awards paid directly to students will be processed through campus financial aid offices. Please be advised that receiving and accepting a CSUBIOTECH award could lead to a decrease in other forms of financial assistance. Ordinarily, financial aid adjustments (if any) are made to loans before other grants or scholarships. Because of Internal Revenue Service regulations and other requirements, campuses may also consult with accounting, human resources and international programs staff to determine appropriate method of payment and any tax withholding requirements. Award Recipients should consult with a tax professional regarding tax liability resulting from any award.

### Submission Instructions:

**PROPOSAL DEADLINE is Monday, November 13, 2023 by 5:00 p.m. pacific time.**

The 2024 Howell-CSUBIOTECH Proposal Template is available at the CSUBIOTECH webpage ([www.calstate.edu/csUPERB](http://www.calstate.edu/csUPERB)). The complete proposal package must be submitted electronically using CSUBIOTECH's InfoReady submission form by the faculty mentor before the deadline. Faculty mentors log into InfoReady using their campus ID/username and password.

Applicants who are unable to access or use the InfoReady submission system should send their completed proposal template, including any additional documentation or support letters, to Christine Montgomery at [rmontgomery@sdsu.edu](mailto:rmontgomery@sdsu.edu) by the submission deadline of November 13, 2023 at 5pm.

Any questions about using the InfoReady submission system can be directed to Tyson Gadd at [tgadd@sdsu.edu](mailto:tgadd@sdsu.edu).

The complete proposal package includes:

1. Completed and signed **2024 Howell-CSUBIOTECH Proposal Template**
2. Faculty mentor's **letter of recommendation** (on campus letterhead)
3. Faculty mentor's **one-page CV** (should list no more than 5 recent publications related to this project), and
4. Student's **transcript** (unofficial transcripts are acceptable).

Please note that page 1 of the proposal template requires student and institutional signatures so plan ahead! Applicants can submit a scanned image of page 1, including signatures, as part of the proposal package.

Proposals must adhere to style and length guidelines provided in the proposal template. Failure to follow these guidelines may result in proposal rejection during administrative review. Both the 2024 proposal template form and the submission link can be found on the CSUBIOTECH website.

If you have any problems submitting your nomination package, contact CSUBIOTECH **before** the deadline at [csuperb@sdsu.edu](mailto:csuperb@sdsu.edu).

The CSUBIOTECH program office will evaluate proposals for completeness and eligibility. Qualified proposals will be forwarded to the Howell Foundation for review and selection of award winners, in consultation with the CSUBIOTECH program office. Notification of award is expected in early December so that awardees can start project work in January 2023 and perhaps attend the CSU Biotechnology Symposium on January 12-13, 2024.

### **CSUBIOTECH Statement of Principles on Professional Behavior, Policies and Procedures:**

CSUBIOTECH values diverse perspectives where all individuals can flourish. CSUBIOTECH is dedicated to providing an environment that fosters intellectual curiosity and creativity, free and lively debate conducted with mutual respect for individuals, and freedom from intolerance. These values are applicable to any aspect of CSUBIOTECH's work, including meetings, symposia, and funded activities. Specifically, members of our community value:

- Critical scholarly discourse for the purpose of understanding, advancing scientific ideas, and educating the next generation of science and engineering practitioners;
- Education and research environments where all people are treated equally, regardless of race, gender, ethnicity, sexual orientation and free of bias, hostility, and harassment of any kind;
- Conversations and discussions where community members can share ideas in a collegial atmosphere that is inclusive and values everyone's input and opportunity to participate;
- Advocacy for equality and inclusivity in science;
- The use of inclusive examples, graphics, and stories in presentations and proposals;
- Access for all community members, including traditionally underrepresented groups, to fully participate in and become leaders in science;
- The support and promotion of the education and careers of all scientists, engineers, and bio-entrepreneurs;
- Leadership in our fields to strengthen scientific mentorship and create an atmosphere of collaboration;
- Commitment to our own education and participation in activities related to recognizing and eliminating implicit bias.

#### CSUBIOTECH Policies

- All participants in CSUBIOTECH events and activities are expected to follow the requirements of Title V, Title IX, and California State University (CSU) Executive Orders and adhere to the CSUBIOTECH Principles of Professional Behavior and values. Non-CSU participants who do not follow these expectations may be asked to leave a CSUBIOTECH event or activity and/or prohibited from participation in future CSUBIOTECH events or activities. Individuals can report incidents immediately to the CSUBIOTECH designee to facilitate this process.
- Individuals found in violation of Title V or IX or CSU Executive Orders 1096 or 1097 are not eligible to receive CSUBIOTECH funding or participate in CSUBIOTECH program activities for a period of 5 years from the final substantiation of the violation or the end of any current grant award, whichever is later. Faculty who are found to be in violation before funds are transferred for an award, will be ineligible to receive funds for the award.
- After a five-year ineligibility period, individuals found in violation of relevant policy for a second time lose eligibility for all future CSUBIOTECH funding or participation in CSUBIOTECH related activities permanently. Relevant CSU Executive Orders include:

- Executive Order 1095 Revised (Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy);
- Executive Order 1096 Revised (Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties); and
- Executive Order 1097 Revised (Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students) may be found at the following website address: <http://www.calstate.edu/eo/>.

#### CSUBIOTECH Certifications

- CSUBIOTECH will include the Statement of Principles on Professional Behavior (section III above) in event registration processes. Event participants will be asked to acknowledge the principles.
- Applications for CSUBIOTECH funding, award opportunities, or event registrations will include the following certifications:
  - Applicants will indicate whether they have been found in violation of Title V, Title IX, or CSU Executive Orders 1096 or 1097 in the last 5 years.
  - Applicants will allow the campus to disclose to the CSUBIOTECH program office any substantiated violations of Title V, IX, or CSU Executive Orders 1096 or 1097.

#### CSUBIOTECH Reporting Procedures:

- Incidents that involve CSU faculty, staff, or students only
  - Individuals who believe there has been a violation of Title V, IX, or Executive Orders 1096 or 1097 at a CSUBIOTECH event or activity should report the event following CSU policy and procedures on their home campus.
  - Prior to transfer of grant or awards to campus, CSUBIOTECH will ask for campus confirmation that the awardee has not been found in violation of Title V, Title IX, or Executive Orders 1096 or 1097 in the prior 5 years. The campus information provided will include only the existence of a final, substantiated violation and the date of the violation. The information will be kept confidential in the CSUBIOTECH program office.
- Incidents that involve non-CSU individuals
  - Suspected violations of Title V, Title IX, or Executive Orders 1096 or 1097 by participants not affiliated with the CSU should be reported to CSUBIOTECH administration immediately. Participants may also e-mail CSUBIOTECH administration to report at a later date, if so desired.

#### **Post-Award Reporting Requirements:**

Awardees are required to submit a Final Report within 30 days of project end date, using the online Howell Report Survey, which will be sent during the last month of the funded project. Reporting documents the project's progress, gauges the impact of the award on students' academic and career plans, and justifies continuation of the program.

Upon award, Howell-CSUBIOTECH Research Scholars will be asked to sign a photograph release form so images can be used in publications. Scholars may also be contacted by the Howell Foundation directly to report outcomes and impacts of the award to individual donors and sponsors.

#### **Program Contacts:**

Applicants are encouraged to contact CSUBIOTECH via email with any questions.

CSUBIOTECH Equally Effective Alternative Access Statement:

Applicants who are unable to access or use the InfoReady submission system should send their completed proposal template, including any additional documentation or support letters, to Christine Montgomery at [rmontgomery@sdsu.edu](mailto:rmontgomery@sdsu.edu) by the submission deadline of November 13, 2023 at 5pm.

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**Submission questions:**

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**Program and nomination questions:**

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