

## **DORIS A. HOWELL FOUNDATION - CSUPERB RESEARCH SCHOLARS PROGRAM 2020 REQUEST FOR PROPOSALS**

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

### **Important Dates and Information:**

RFP Release Date: August 23, 2019  
Proposal Due Date: Tuesday, October 15, 2019 by 5:00 p.m. pacific time  
Award Notification: November, 2019  
Award Amount: \$3500



### **Program Description:**

The California State University Program for Education and Research in Biotechnology (CSUPERB) 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 CSUPERB 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-CSUPERB scholars go on to apply successfully for graduate degree programs and industry jobs.

### **2019-2020 Howell-CSUPERB 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.

### **Program Eligibility and Proposal Requirements:**

- The Howell-CSUPERB program is open to any CSU undergraduate student in good academic standing and planning to remain on her or his CSU campus for a least one more academic term. Applicants must be able to complete the project proposed by the end of the 2020 summer term.
- The proposed project must be an original, faculty-mentored student research project. Literature reviews are not acceptable. Howell-CSUPERB 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 CSUPERB 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-CSUPERB 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. CSUPERB will not make awards to projects without IRB or IACUC approvals by the time of award in November 2019.

### **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 CSUPERB 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 Tuesday, October 15, 2019 by 5:00 p.m. pacific time.**

The 2020 Howell-CSUPERB Proposal Template is available at the CSUPERB webpage ([www.calstate.edu/csuperb](http://www.calstate.edu/csuperb)). The complete proposal package must be submitted electronically using CSUPERB's CSYou submission form, in either Microsoft WORD or Adobe PDF format, by the faculty mentor before the deadline. Faculty mentors log into the CSYou form using their campus ID/username and password.

The complete proposal package includes:

1. Completed and signed **2020 Howell-CSUPERB Proposal Template**
2. Faculty mentor's **letter of recommendation** (on campus letterhead)
3. Faculty mentor's **short CV**, 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 2020 proposal template form and the submission link can be found on the CSUPERB website.

If you have any problems submitting your nomination package, contact CSUPERB **before** the deadline at (619) 594-2822 or [csuperb@sdsu.edu](mailto:csuperb@sdsu.edu).

The CSUPERB 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 CSUPERB program office. Notification of award is expected in early December so that awardees can start project work in January 2020 and perhaps attend the CSU Biotechnology Symposium (January 16-18, 2020) in Santa Clara, California.

In 2019, 28 proposals were received from 11 different CSU campuses and 12 Howell-CSUPERB awards (\$3500) were made to students from 8 universities.

**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-CSUPERB 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:**

**Submission questions:**

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Phone: 619-594-2822

**Program and RFP questions:**

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