



SPECIAL EVENTS PROGRAM – AY 2019-2020

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Key Dates and Information:

RFP Release Date: July 19, 2019
Proposal Due Date: Rolling deadline, but proposals must be submitted three months in advance of event.
Award Notification: CSUPERB will aim to respond 3 weeks after proposal Submission.

Program Description:

CSUPERB operates as an ongoing community of interest, learning, and practice.* As a result, CSU faculty members system-wide come together to build on common interests, learn to improve professionally, consider a problem, and bring about positive change within the CSU. CSUPERB wants to empower CSU faculty members, whether a Faculty Consensus Group (FCG) member or not, to form multi-campus communities around topics of interest and to organize workshops or symposium sessions.

CSUPERB wants to encourage these activities and set aside a small budget (\$10,000/year) to support community-building events this academic year. We aim to make 3-4 special events grants this year.

Special Events Program Review Criteria:

- Proposals must be submitted three months in advance of the planned event. However, proposed activities affiliated with the annual CSU Biotechnology Symposium must be submitted by October 15, 2019.
- Applicants must provide a short synopsis that describes the primary purpose of their proposed event.
 - The proposed activity should align with CSUPERB's focus on biotechnology education and research.
- Proposals must list members of the event organizing committee; preference will be given to committees that involve multiple CSU campuses.
- Proposals must indicate how many CSU participants will be involved, who they are in general terms (students, faculty, etc.), and how CSU participants will be recruited and selected, if relevant.
- Applicants must supply a high-level budget and justification, including budget estimates associated with venue costs, audio-visual equipment, and speakers' travel expenses, as examples. We expect AY 18-19 Special Events grants will be ~\$2500 – \$3300. If a CSUPERB Special Events grant will not cover the entire cost of the event, describe other funding, resources or in-kind donations that make the event possible.
 - Note: CSUPERB grants are based on general State of California funding and must comply with CSU policies. As a result, there are some expenses associated with hosting meetings that we cannot fund. Contact James Schmitt (jschmitt@sdsu.edu; 619-594-5299) with questions.

Proposal Submission Instructions:

Applicants must submit 1-2 page proposals electronically to CSUPERB (csuperb@sdsu.edu; 619-594-2822). Proposals will be reviewed in a two-part process. After proposal submission, applicants will be asked to schedule a Zoom consult with CSUPERB program office about the event budget submitted. Next, the proposal will be reviewed by the CSUPERB [Strategic Planning Council](#). Proposal decisions will be made within three weeks of proposal submission.

Post-Award Instructions:

Grantees are required to provide a brief (~500 word) article to the CSUPERB program office within 6 weeks after the event is complete. The article will be published at the CSUPERB website. Articles should include photo(s), a caption, and a photo release/permission to use images. The article should report out on event goals, participants and outcomes. Outcomes should be based on a post-event survey of participants and, if relevant, plans made at the event.

*Wenger, McDermott & Snyder (2002) *Cultivating Communities of Practice, A Guide to Managing Knowledge*. Harvard Business School Press.

Contacts:

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