



SPECIAL EVENTS PROGRAM – AY2020/2021

www.calstate.edu/csUPERB

Key Dates and Information:

RFP Release Date: August 27, 2020
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, 2020.
- 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 AY20/21 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. In addition, events are subject to CSU and individual campus COVID-19 rules regarding in-person meetings and travel. Contact James Schmitt (jschmitt@sdsu.edu) with questions.

CSUPERB Statement of Principles on Professional Behavior:

CSUPERB values diverse perspectives where all individuals can flourish. CSUPERB 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 CSUPERB'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.

All participants in CSUPERB 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 CSUPERB Principles of Professional Behavior and values. Non-CSU participants who do not follow these expectations may be asked to leave a CSUPERB event or activity and/or prohibited from participation in future CSUPERB events or activities.

Proposal Submission Instructions:

Applicants must submit 1-2 page proposals electronically to CSUPERB (csuperb@sdsu.edu). 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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