The goal of the Research, Scholarship, and Creative Activity (RSCA) program is to support faculty and student engagement in research, scholarship, and creative activities, furthering the mission of the University. All Unit 3 faculty may compete for funding, including Instructional Faculty, Librarians, Coaches, and Counselors.

**Creative Leaves** – Creative Leaves provide faculty with one term off, allowing them time to develop or complete an appropriate scholarly or creative activity related to their research and discipline. Faculty may receive no more than one Creative Leave every six years and should not receive more than one creative leave for the same project. Faculty members are obligated to teach for two consecutive semesters (not including summer) following the Creative Leave. *Creative Leaves must be taken during the fall 2017 or spring 2018 terms.*

**Minigrants** – These awards (up to $5000) allow faculty to test promising ideas and obtain preliminary results prior to seeking external support. Funds can be used for undergraduate and/or graduate assistants, clerical assistance, and travel and supplies necessary for the activity. Minigrants may not be used for faculty release time from teaching assignments. *Minigrants must be expended by the end of the spring 2018 term (please ask your Resource Manager for specific date).*

**RSCA Assigned Time Awards** - Assigned Time awards provide faculty with one course release (three units) to develop or complete a project that will result in the submission of an external funding proposal. *RSCA Assigned Time awards must be taken during the fall 2017 or spring 2018 terms.*

**Evaluation of Proposals:**

Proposals will be reviewed by the Awards and Leaves Committee based on the criteria outlined below. Upon the Committee’s recommendations, final awards will be made by the Provost and Vice President for Academic Affairs.

RSCA Award applications will be evaluated based on the following criteria:

1. Overall quality of the project and the proposal.
2. Contributions to the faculty member’s field or discipline of study.
3. The degree to which the project encourages and supports non-tenured faculty, particularly those in disciplines with few outside resources to support RSCA activities.
4. Likelihood for success and completion of the goals of the project.
5. Likelihood that the project will contribute to:
   - the strategic mission and goals of the University, including its commitment to inclusivity and diversity;
   - a sustained program of scholarship or creative activity by the applicant;
   - publication of a book, monograph, or major article(s);
   - a grant/contract to continue the project.
   - links between research, creative and scholarly activity, and the development of student learning and courses.
**Final Report:** Award recipients must expend all funds and submit a final report to the Office of Research, Scholarship, and Creative Activities by June 30, 2018. Awardees will be notified about the style and format of the final report at a later date.

**Deadline for Online Application Submission:**
All applications must be completed by Monday, March 27, 2017.

**Proposal Submission:** Applications will only be accepted through InfoReady at https://calstatela.infoready4.com/. You will be required to upload an Approval Page, Narrative, Curriculum Vitae, and Budget Page (only if applying for a Minigrant) by the submission deadline. Questions can be sent to research@calstatela.edu

**Proposal Submission Checklist**

The submitted proposal must include all of the following:
1. Approval Page (use the attached form)
2. Narrative section that is no more than five double-spaced pages in length, using at least 12 pt. type and one-inch margins (top, bottom, and sides)
3. Two-page curriculum vitae, using 12 pt. type and one-inch margins.
4. Include a Budget Page only if applying for a Minigrant (use the attached format page).

**Proposal Format**
The Narrative section should address the listed evaluation criteria, and follow the following format:

I. Project Description
II. Project Significance
III. Results: Evaluation, Dissemination

**The Online Application for each award can be accessed through the following link:**
https://calstatela.infoready4.com/

If you have any questions, please email: research@calstatela.edu