



OFFICE OF

Research, Scholarship, and Creative Activities

Research, Scholarship, and Creative Activity Awards

2026-2027 Academic Year

Call for Proposals: September 5, 2025

Deadline for Submissions: December 30, 2025, 11:59 p.m. (PDT)

(Please note late submissions may be penalized or not considered)

The goal of the Research, Scholarship, and Creative Activity (RSCA) Awards 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. In order to provide support to the largest number of Cal State LA faculty, we are asking individuals to apply for either a Minigrant Award or an Assigned Time Award. Faculty may not apply to both or submit multiple applications for a Minigrant or Assigned Time Award.

Minigrants

These awards (up to \$5,000) allow faculty to test promising ideas. Funds may be used for undergraduate and/or graduate assistants, clerical assistance, supplies and faculty travel necessary for the activity (not for conference). Minigrants may not be used for faculty release time from teaching assignments. Minigrants must be expended by the end of the 2026-27 fiscal year (please ask your college's Resource Manager for a specific date). In addition, a summary report of your funded project is required. NOTE: if funded, proposed expenditures must be approved by your Resource Manager.

RSCA Assigned Time Awards

Assigned Time awards provide faculty with one course release (three units) to develop or complete research, scholarship, or creative activities. RSCA Assigned Time awards must be taken during the fall 2026 or spring 2027 term and with approval of your department chair. A summary report is required.

Evaluation of Proposals:

Proposals will be reviewed by the Awards and Leaves Committee (a committee of the Academic Senate) based on the criteria outlined below. Upon the Committee's recommendations, awards will be made by the Provost and Vice President for Academic Affairs.

RSCA Award Evaluation Criteria:

1. Overall quality of the project and the proposal (i.e., clearly conceptualized and well written, followed instructions) (10 points)
2. Contributions to the faculty member's field or discipline of study (10 points)
3. The degree to which the project encourages and supports faculty in disciplines with few outside resources to support RSCA activities (5 points)
4. Likelihood for success and completion of the goals of the project. (i.e., a timeline with milestones to complete the manuscript or externally funded proposal) (10 points)
5. Likelihood that the project will contribute to the strategic mission of the University (10 points)

6. Priority given to faculty members who have not received internally funded reassigned time for research in the past 2 years (5 points)

Final Report:

A final report summarizing the outcomes of project must be submitted to the Chancellor's Office and the Office of Research, Scholarship, and Creative Activities vi Info Ready. If no completed report is received, you may no longer qualify for future internal awards.

Award recipients must expend all funds by the end of the 2026-2027 fiscal year (please check with your fiscal officer/resource manager for the exact date).

Deadline for Online Application Submission:

Tuesday, December 30, 2025, 11:59 p.m. (PDT)

Online Submission:

Applications will only be accepted through [Info Ready](#). You will be required to upload an Approval Page, Narrative, Curriculum Vitae (CV), Budget Page (if applying for a Mini grant) and complete online (InfoReady) application by the submission deadline. *Please download the provided templates on InfoReady under the program.*

Proposal Format:

The Narrative section should address the listed evaluation criteria in the following format:

- I. Project Description

If this proposal is a continuation of a previously funded RSCA proposal, please provide justification for continued funding.

- II. Project Significance

- III. Results: Evaluation, Dissemination

If you received RSCA funding for the 2025 -2026 Academic Year, please provide a brief discussion of your progress in this section.

Proposal Submission Checklist (templates are found at each call listed at [InfoReady](#)):

The submitted proposal must include all of the following:

1. Approval Page (requires both your Chair's signature and your Dean's signature)
2. Narrative section that is no more than five double-spaced pages in length (including diagrams/figures but excluding references), using at least 12 pt. type font and one-inch margins (top, bottom, and sides).
3. Two-page curriculum vitae, using 12 pt. type font and one-inch Margins
4. Budget Page only if applying for a Minigrant (use the attached form)
5. Complete online ([InfoReady](#)) application

Questions about this program may be directed to [ORSCA](#) (research@calstatela.edu).