


**M E M O R A N D U M**

**TO:** All Unit A Full-time Faculty

**FROM:** Dr. Leslie Roundtree   
Interim Provost and Senior Vice President for Academic Affairs

**DATE:** September 25, 2018

**RE:** Application for the Award of CUEs for Approved Research Project - 2019-2020

In accordance with the *CSU/UPI Contract*, Appendix F, up to 51 CUEs will be awarded for faculty research to be conducted during the 2019-2020 academic year. Full-time Unit A faculty who are interested in receiving up to three (3) CUEs should submit proposals for research projects in accordance with the guidelines provided below. By November 29 2018, the 2018-2019 Faculty Research CUE Committee will review the proposals, score each proposal in accordance with the attached rubric and make recommendations to the President and the Provost for approval. The President makes the final decision. The Committee, deans and applicants will be notified of approved projects by December 10, 2018.

**Guidelines:**

1. CUEs will be awarded to faculty for either the Fall 2019 or Spring 2020 semester.
2. Priority for research CUEs will be given to first-time applicants and faculty who do not currently have outside funding.
3. Research proposals may include, but are not limited to, the following:
  - a. Preliminary studies and writing leading to grant proposals to external agencies.
  - b. Research within disciplines (social sciences, education, natural sciences, etc.)
  - c. Development of creative work (visual arts, literature, music, dance, theatre, film, etc.)
  - d. Action research pertaining to education, (e.g., factors affecting instructional delivery or assessment on campus)
  - e. Research pertaining to community engagement, social justice, or entrepreneurship.
4. Faculty members may apply for a maximum of **three** CUEs. Joint applicants may submit a proposal; however, the maximum number of CUEs that will be awarded per proposal is three.
5. Faculty who are awarded CUEs pursuant to this process, are required to submit a report of the research outcomes to the Provost and Senior Vice President for Academic Affairs. The report must be submitted no later than 60 calendar days after the end of the semester for which the CUEs are awarded. Recipients also may be invited to present their research or creative activities at the Annual Provost's Spring Colloquium. Research CUE awardees will not be eligible for consideration for future

research CUEs if the written progress report is not submitted.

6. Awardees who have received research CUEs for two consecutive years will not be eligible to receive future research CUEs unless all research CUEs for the current year have not been awarded and the former awardee can demonstrate significant results from the previous awards such as:
  - a. Book, published or in press, or letter from publisher accepting initial/preliminary chapters.
  - b. Reprint of scholarly article or letter from journal editor acknowledging receipt.
  - c. Reprint of program from professional meeting showing scholarly presentation.
  - d. Cover page and table of contents of grant proposal (funded or submitted) for external funding.
  - e. In the visual, performing, or literary arts, a reprint of the announcement for a group (or one-person) exhibit, literary reading, in or a concert performance, literary reading, invited public film screening or film award, screenplay, or theatrical event.
7. IRB and animal safety approval (as appropriate) must be obtained prior to use of release CUEs.

Questions regarding proposals may be directed to the chairperson of the Faculty Research CUE Committee, Dr. Andrea Van Duzor, extension 4437 or via email ([andrea.vanduzor@csu.edu](mailto:andrea.vanduzor@csu.edu)).

#### **Application Procedures:**

1. Complete the attached application form. [NOTE: An applicant must obtain the signature and approval of his/her department chairperson and dean *before* the application form is submitted to the Office of the Provost.]
2. Submit electronic copies of the completed application form and proposal (MS Word or PDF) to the Office of the Provost before 6:00 P.M. on **November 9, 2018**, attention of:  
Dr. Bernard Rowan, Contract Administrator, [trowanii@csu.edu](mailto:trowanii@csu.edu)
3. Submit an electronic copy (MS Word or PDF) of the **proposal only** (no application form) to the chairperson of the Faculty Research CUEs Committee, before 6:00 P.M. on **November 9, 2018**:  
Dr. Andrea Van Duzor, [andrea.vanduzor@csu.edu](mailto:andrea.vanduzor@csu.edu)

*Applications that are not received by both, the contract administrator and the chairperson of the Faculty Research CUEs Committee before 6:00 PM on November 9, 2018 will be returned without review. It is the responsibility of the applicant alone to ensure that his/her application is filed before the deadline in accordance with the provided procedures.*

See the attached application form and rubric for additional information.

Copy: Dr. Bernard Rowan, Associate Provost, Contract Administration  
Dr. Andrea Van Duzor, Chairperson, Faculty Research CUEs Committee  
Dr. Nancy Grim, Interim Director, Center for Teaching and Research Excellence  
Dr. Deborah Lynch, President, UPI Local 4100  
Dr. Philip Beverly, Chair, Faculty Senate

## RUBRIC FOR ASSESSING RESEARCH CUEs PROPOSALS – FALL 2018

**Required Format:** *If the proposal does not meet these requirements, it will receive a score of zero and will not be read by committee members.*

Is the proposal printed double-spaced with a 12-point font?

Does the proposal contain the following:

1. The Cover Page Form [The applicant is identified on this form only and nowhere else in the proposal.];
2. Up to eight (8) pages of double-spaced text containing the required sections in the correct order;
3. An abstract on the first page which contains a maximum of 250 words [May be directly followed by the body of the proposal]; and
4. Optional - one page containing only references cited in the previous pages.

**Required Sections:** *A total of 50 points can be awarded.*

**Abstract** (8 points awarded on the basis of the following questions)

Is the abstract written understandably for a non-specialist academic reader?

Does the abstract summarize all of the major elements of the project?

Does it indicate the main purpose?

Does it indicate the possible outcome and value to the CSU academic community?

**Purpose** (5 points awarded on the basis of the following questions)

Explain the purpose of the proposed work. It should include one or more of the following:

- a. Preliminary studies and writing leading to grant proposals to external agencies.
- b. Research within disciplines (social sciences, education, natural sciences, etc.)
- c. Development of creative work (visual arts, literature, music, dance, theater, film, etc.)
- d. Action research pertaining to education, (e.g., factors affecting instructional delivery or assessment on campus)
- e. Research pertaining to community engagement, social justice, or entrepreneurship.

If the purpose of the proposed work is not within one of the above-mentioned categories, explain the purpose.

**Background and Significance** (12 points awarded on the basis of the following questions)

Does this section set the context for the proposed work in the proposal?

Does this section provide evidence for the need for and/or the benefit of the work that is being proposed?

Is the background and significance written understandably for a non-specialist academic reader?

Are appropriate citations used?

If CUEs have been awarded for work on the same topic previously, does the current proposal describe how it will build on this prior work?

**Methodology and Plan of Work** (15 points awarded on the basis of the following questions)

Are the tasks to be done clearly described?

Are the tasks credibly tractable in the time that is available and requested? (a time table may be useful)

Are the tasks to be done logically related and implied by the background and the goal of the project?

If it is applicable for students to assist on the project, are their tasks clearly described?

If approval for human subjects (IRB), animal safety (IACUC) or biosafety (IBC) is needed, is the reason for the need explained and a timeline for submission of approval given? (Approval is needed before CUEs are used)

**Use of Cues to Benefit CSU Community** (5 points awarded on the basis of the following questions)

Does the proposal detail how the CUEs requested will improve the quality of, or otherwise benefit the academic community at CSU? (ex. Scientific research capacity, student research training, impact on classroom activities or environment, shows or galleries open to campus community, enhanced partnerships, etc.)

**Expected Products** (5 points awarded on the basis of the following questions)

Are the expected outcomes achievable in the time allowed?

Is a well-defined product promised and described (e.g.; publication, presentation, artwork, performance, script, exhibit, grant submission.) or a well-defined benchmark within a larger project (e.g.; literature review, book chapter, data collection)?

**APPLICATION FOR 2019-2020 RESEARCH CUES - COVER PAGE**

**Deadline: November 09, 2018**

**Return to: Bernard Rowan, Associate Provost, ADM 306**

**Name: \_\_\_\_\_**

**Semester for which CUEs are requested & no. of CUEs :**

**Dept: \_\_\_\_\_**

**( ) Fall 2019 \_\_\_\_\_ ( ) Spring 2020 \_\_\_\_\_**

1. Proposals should contain the following sections in the stated order: ABSTRACT, PURPOSE, BACKGROUND/SIGNIFICANCE, METHODOLOGY/PLAN OF WORK, USE OF CUES to BENEFIT CSU COMMUNITY, EXPECTED PRODUCTS. Proposals will be evaluated on the basis of a rubric, which is attached to the announcement. It is expected that an academic proposal will include references to previous work or results in the field.
2. Proposals should not exceed eight (8) pages (typed, double-spaced with 12-point font). Proposals that exceed this page limit will be rejected without further review. The opening abstract, not to exceed 250 words, should be followed directly by the body of the proposal. An additional ninth page containing only references may be included if necessary. Citations to the previous work of the proposer's own publications should have the proposer's name replaced by the word "Author" in order to preserve anonymity. *One copy of the proposal with this cover sheet must be submitted to the office of the Provost and the body of the proposal (without cover sheet) must be submitted electronically (.doc or .pdf) to the Research CUEs Committee Chairperson.*
3. Proposals will be evaluated on the basis of questions from the rubric for each of the following actions ABSTRACT (8 POINTS), PURPOSE (5 POINTS), BACKGROUND AND SIGNIFICANCE (12 POINTS), METHODOLOGY/PLAN OF WORK (15 POINTS), USE OF CUES to BENEFIT CSU COMMUNITY (5 POINTS), EXPECTED PRODUCTS (5 POINTS). The attached rubric for awarding points for each section will be used by the evaluating research CUEs committee members.
4. Each proposal will be given an identification number and will be reviewed anonymously by at least three Research CUES Committee members who are not members of the academic department of the proposer. In order to maintain anonymity in this review process, the name of the proposer should only appear on the Cover Page (this page) and not in the body of the proposal, abstract, or references. Assume readers are not specialists in your field.
5. A maximum of three (3) CUEs may be awarded for a proposal for one of the following semesters: Fall 2019 or Spring 2020.
6. Have you secured/requested additional funding or reassigned time for the proposal named above? ( ) YES ( ) NO
7. If 'YES' to #6, explain: \_\_\_\_\_
8. Have you received Research CUEs in the previous two years? ( ) YES ( ) NO. (If 'YES', see items #5 and #6 in the announcement memo.)
9. Do you have:  
IRB Approval of Research Activity Involving Human Subjects \_\_\_\_\_ YES \_\_\_\_\_ Will Submit \_\_\_\_\_ N/A  
Animal Safety Committee (IACUC) Approval \_\_\_\_\_ YES \_\_\_\_\_ Will Submit \_\_\_\_\_ N/A
10. Proposals not received (one digital copy and this cover sheet) by the Provost's Office (via email to Bernard Rowan at [trowanii@csu.edu](mailto:trowanii@csu.edu)) and not submitted (the body of the proposal, abstract, and references) via email to the committee chairperson ([andrea.vanduzor@csu.edu](mailto:andrea.vanduzor@csu.edu)) by 6:00 P.M. on November 09, 2018 will be rejected.

**SIGNATURES:** Deans and chairs please print & sign below. Consider academic soundness of proposals and scheduling needs.

Applicant: _____	Date _____	Academically Acceptable	Recommended
Chairperson: _____	Date _____	____ YES ____ NO	____ YES ____ NO
Dean: _____	Date _____	____ YES ____ NO	____ YES ____ NO

**ACTION:** ( ) Recommended ( ) Not Recommended No. of CUEs Recommended ( )

Committee Chairperson: \_\_\_\_\_ Date \_\_\_\_\_  
Provost & Sr. VP for Academic Affairs: \_\_\_\_\_ Date \_\_\_\_\_  
Number of CUEs Awarded: \_\_\_\_\_ Report Received \_\_\_\_\_ Date \_\_\_\_\_

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