Research Scholarship and Creative Activity Awards

2027–2028 Academic Year

Call for Proposals Opens: November 6, 2026
Deadline for Submissions: January 15, 2027, 11:59 p.m. (PST)
Late submissions may be penalized or not considered

Program Purpose and Eligibility

The Research, Scholarship, and Creative Activity (RSCA) Awards support faculty and student engagement in research, scholarship, and creative activities that further the mission of Cal State LA.

All members of Unit 3 (Instructional Faculty, Librarians, Coaches, and Counselors) are eligible to compete for funding from this program. To support as many faculty members as possible, applicants may apply for either a Minigrant Award or an Assigned Time Award, but not both in the same application cycle. Faculty who receive one award may apply to the other award in the following application cycle.

Priority will be given to faculty members who have not received internally funded reassigned time for research within the past two years.

Award Options (See ORSCA Grant Funding Page)

1. Minigrants

Minigrants of up to $5,000 allow faculty to test or advance promising ideas. Funds may be used for project-related expenses, including undergraduate or graduate assistants, clerical assistance, applicable fringe benefits, travel necessary to conduct the proposed activity, equipment, supplies, contractual costs, and services. Funds **may not be** used for conference travel or faculty reassigned time from teaching. All funds must be expended by the end of the fiscal year of the grant disbursement; applicants should ask their college resource manager for the applicable deadline. If funded, all proposed expenditures remain subject to resource manager approval. A final project report is required within one year after the grant cycle to ORSCA.

RSCA Assigned Time Awards

Assigned Time Awards provide **one three-unit course reassignment** for either fall or spring semester of the year after their application submission. The time should be dedicated to develop or complete research, scholarship, or creative activity. **Recipients remain responsible for their other assigned teaching and professional obligations**. The award must be used with the approval of the applicant's department chair. A final project report must be submitted to ORSCA within one year after the end of the grant cycle.

Evaluation of Proposals

The Academic Senate Awards and Leaves Committee will review proposals to recommend awards to the Provost and Vice President for Academic Affairs. Committee reviewers will use the criteria and point allocations below. Minigrant proposals are scored on 50 points; Assigned Time proposals are scored on 40 points because budget criteria do not apply.

Evaluation criterion	Minigrant	Assigned time
1. Overall quality of the project and proposal	**15**	**15**
A. Conceptual clarity		
B. Organization and logical coherence		
C. Quality of writing and adherence to instructions		
2. Contributions to the faculty member's field or discipline	**10**	**10**
A. Project significance, including anticipated products such as publications, presentations, or exhibitions		
B. Contribution to the discipline of study		

Evaluation criterion	Minigrant	Assigned time
3. Feasibility and likelihood of completing the project goals	**20**	**10**
A. Investigator preparedness and capacity		
B. Timeline and project plan		
C. Budget narrative (Use Question Guide)		N/A
D. Budget (Use Budget Template)		N/A
4. Likelihood that the project will contribute to the strategic mission of the University	**5**	**5**
Total	**50**	**40**

Additional consideration. Consistent with Faculty Handbook policy, the degree to which the project encourages and supports non-tenured faculty and faculty in disciplines with few outside resources for research, creative, and scholarly activity are also criteria. Priority will also be given to faculty members who have not received internally funded reassigned time for research within the past two years. These considerations are not included in the committee reviewer point total.

Proposal Narrative Format

The narrative must be no more than five double-spaced pages, including diagrams and figures but excluding references. Use at least 12-point type and one-inch margins on all sides. Organize the narrative using the headings below and provide enough detail for reviewers to evaluate every applicable criterion. For Minigrant applications, the Budget Template and Budget Justification Narrative are separate required documents and are not included in the five-page narrative limit.

I. Overall Quality of the Project and Proposal

- Describe the project's purpose, activities, and anticipated outcomes. If the project continues a previously funded RSCA proposal, summarize progress to date and explain why additional support is needed.

II. Contributions to the Field or Discipline

- Explain the project's significance, contribution to the applicant's field or discipline, and anticipated scholarly or creative products and dissemination plans.

III. Feasibility and Plan for Completion

- Describe the applicant's preparation to complete the project and provide a realistic timeline with major activities and milestones. Assigned Time applicants should identify whether the release will be used in fall 2027 or spring 2028.
- Minigrant applicants must also submit a completed Budget Template and a separate Budget Justification Narrative limited to one or two pages. The Budget Justification Narrative should explain how each requested expense supports the project and follow the categories in the Budget Template. Enter "0" in the Budget Template and "N/A" in the Budget Justification Narrative for categories that do not apply. Applicants should consult their college resource manager regarding applicable fringe benefit costs and equipment purchases.

IV. Contribution to the Strategic Mission of the University

- Explain how the project contributes to one or more applicable University priorities: inclusivity and diversity; a sustained program of scholarship or creative activity; future publication or external funding; or connections between scholarly activity, student learning, and courses.

Final Report

Award recipients must submit a final report through InfoReady summarizing the project outcomes for the Chancellor's Office and the Office of Research, Scholarship, and Creative Activities. Recipients who do not submit a completed

report may be ineligible for future internal awards. Reports must be submitted within one year to ORSCA after the award was granted.

Online Submission

Applications will be accepted only through InfoReady. Applicants must complete the online application and upload all required documents by the deadline listed above. Download and use the templates provided in InfoReady for this program. For instructions and technical assistance, please direct your questions to the Office of Research, Scholarship, and Creative Activities at research@calstatela.edu.

Proposal Submission Checklist

(1) an Approval Page signed by the department chair and dean;

(2) the proposal narrative;

(3) a curriculum vitae of no more than two pages, using at least 12-point type and one-inch margins;

(4) a completed Budget Template and a Budget Justification Narrative of no more than two pages for Minigrant applications;

(5) the completed InfoReady application page.

Questions: Office of Research, Scholarship, and Creative Activities, research@calstatela.edu