



## 2025-2026 Faculty-Student Research Grant Request for Proposals (RFP)

**Grant Period:** Award Date – June 30<sup>th</sup>, 2026

### IMPORTANT DATES AND OVERVIEW (All Dates are Subject to Change)

Proposal Deadline	Proposal Review Period ends	Proposal Review Committee Meets	Announcement of Awards	Final Report Due
Wednesday, October 15, 2025 12:00 noon	Wednesday, November 5, 2025	Friday, November 7, 2025	Between: Friday, November 14, 2025 & Friday, November 21, 2025	Wednesday, September 30, 2026

**Overview:** The purpose of the Central Faculty-Student Research Grant competition is to encourage student engagement in hands-on research, a High Impact Practice identified by the American Association of Colleges and Universities. (<https://www.aacu.org/trending-topics/high-impact>)

Support for student participation in research is intended to foster student development of critical thinking and other advanced skills, including, but not limited to research/scholarship techniques and disciplinary and/or multidisciplinary expertise.

The proposed research, scholarly, or creative activity should be student-initiated and conducted under the mentorship of a full-time faculty member with appropriate disciplinary expertise. Credit for independent study is allowed to students engaged in funded projects.

### GRANT GUIDELINES

#### Eligible Applicants/Proposals:

- All submissions must have at least one faculty advisor. A faculty member may serve as the faculty advisor on up to two proposals. Proposals must be submitted by the faculty advisor.
- Proposals must be authored by the student applicant(s) but may reflect faculty input.  
**NOTE:** If reviewers identify a duplication of language from prior faculty CSU-AAUP research grant applications they reserve the right to disqualify student applications accordingly.
- Applicants may be individual undergraduate or graduate students or teams of students;

teams may include students of both levels. Each student named on a proposal must be matriculated for the entire duration of the project

**Allowable Expenses:** Funding requests should be limited to essential expenditures for the students' accomplishment of the proposed activities. Funding for materials, supplies, minor equipment, services (such as lab analysis fees, data analysis, or transcription services), and/or *student* travel necessary to carry out the proposed activity is permitted; however, funds should not be requested for items that would normally be made available through departmental budgets.

**The Faculty-Student Research Grant Does Not Pay for** any faculty expenses, including travel and stipends, or student employment or stipends.

**Grant Award Limits:** The maximum awards for Faculty-Student Research grants are \$1,000 for individual projects and \$1,500 for group projects consisting of 2 or more students.

## SUBMISSION GUIDELINES

**File format and content:** Proposals must be submitted by a full-time faculty advisor, using their Central email address, as a ***single Adobe Portable Document Format (PDF) file by 12:00 noon on the due date to [CCSUgrants@ccsu.edu](mailto:CCSUgrants@ccsu.edu)***. The Office of Grants and Funded Research (GFR) will not accept submissions directly from student applicants.

Proposals should be inclusive of:

- Proposal Cover Sheet provided. *This form must be used*
- Proposal Narrative including page numbers
- Budget Form provided. *This form must be used.*

***Failure to follow these guidelines will result in a deduction of points in scoring. Submissions that include multiple attachments may not be reviewed.***

**Proposal Narrative:** Using terminology that will be understood by reviewers from other disciplines, complete the proposal narrative according to the outline below **within a maximum of five pages**.

- **Descriptive Title:** Project name as you would wish it to appear in award announcements and reports published by GFR.
- **Significance:** Provide a brief narrative of the proposed research/creative project. Describe the significance of the project and how the project will contribute to student learning.
- **Methodology:** Describe the methodology and explain the responsibilities of the faculty and (each) student participant in the proposed research/creative project.
  - What are the major activities to be undertaken?
  - What is the time frame for accomplishing these activities?
- **Outcomes:** List the expected scholarly/creative outcomes of the research/creative project and explain how results will be disseminated. Dissemination of project results are in a manner appropriate to the discipline in which the project is conducted. Examples include project presentations, paper presentations, and performances.

**Budget:** Budgets should offer a realistic estimate of the funding required to support the activity. Please include the information listed below. Use the GFR Budget Template provided.

- Itemize the specific expenses and round the amount to the nearest whole dollar.
- Provide clear and detailed justification for the items requested.

- Include documentation of items' costs. Failure to include supporting budget documentation may lead to reductions in the amount awarded to fundable proposals. *Links to supporting documentation may not be included.* Please include screenshots of supporting documentation
- Include any additional funding that may be applied to cover the cost of the activity.
- **All** grant activities must take place within the grant period, and related budget expenditures must be completed by June 30th, 2026, after which any unexpended funds will be returned to the Faculty-Student Research Grant Fund.

## FUNDING DECISIONS

**Decision Guidelines:** Proposals are reviewed by the Central Foundation Grant Advisory Committee of the Faculty Senate. Total requests traditionally exceed the funds available. Amounts awarded are dependent upon proposal quality as well as the total amount of funds requested in other equally meritorious proposals. Prior funding does not guarantee future funding.

**Scoring:** Proposals are scored according to their compliance with the submission guidelines. The scoring rubric used by the Committee is attached for guidance. Reviewers reserve the right to consider the question of "value" when assessing proposals and multiple impacts to the Central community may be one way of making that determination.

**Notification of Funding:** Funding decisions will be announced by GFR as soon as possible. Awardees will be subsequently notified by the Post-Award Grants Administrator when account funds become available.

**Final Report:** The faculty advisor is responsible for submitting a final report, to be produced jointly with the student(s), describing major activities and outcomes. The final report is due to GFR no later than September 30, 2026. The form to submit final reports may be found at <https://www.ccsu.edu/gfr/internal-grants>

*For additional information, please contact Marita Preston, Assistant Director of Grants and Funded Research at 860-832-2365; Brenda Lopez, Grants & Funded Research Administrator at 860-832-2366; OR [CCSUgrants@ccsu.edu](mailto:CCSUgrants@ccsu.edu).*

## Use this Checklist While Preparing and Submitting Your Proposal

### Do Not Submit This Form with Your Proposal

<b>Your Proposal Should Consist Minimally of 3 Parts:</b>	<b>Completed</b>
Required Cover Sheet	
Proposal narrative covering all required elements outlined in submission guidelines	
Required Budget Form	
Supporting Documentation/Attachments if necessary. Do not include links to supporting documentation; include screenshots of documentation requested.	
<b>Be Sure You Have:</b>	
Included Page Numbers	
Combined All Proposal Components into a Single PDF File	
Sent Proposal to <a href="mailto:ccsugrants@ccsu.edu">ccsugrants@ccsu.edu</a>	

**If you cannot check the “Completed” column for any of the items listed above, your proposal will not move past the initial review stage.**

## FACULTY-STUDENT RESEARCH GRANT PROPOSAL SCORING RUBRIC

<b>SIGNIFICANCE</b>	<b>(0-5 points each)</b>
The applicants clearly explain how the proposed research activity/creative project will advance student learning in the relevant academic discipline.	
The proposed activity supports productive and innovative work relevant to the student's or students' field of study.	
<b>METHODOLOGY</b>	<b>(0-5 points each)</b>
The applicants provide a clear and detailed description of the proposed research activity/creative project.	
The timeframe of the proposed activities is feasible and within the grant period.	
<b>OUTCOMES</b>	<b>(0-5 points each)</b>
The anticipated outcomes are reasonable, well-defined, and clearly outlined.	
The anticipated outcomes will provide meaningful and substantive exposure to research within the student's or students' academic discipline.	
<b>BUDGET</b>	<b>(5 points)</b>
The requested resources are justifiable, fiscally responsible, and relevant to the proposed activity.	
<b>OVERALL QUALITY</b>	<b>(5 points)</b>
I recommend funding this activity.	
<b>TOTAL POINTS AWARDED</b> (Out of 40 Possible Points)	