



**2026-2027 Faculty-Student Research Grant
Request for Proposals (RFP)**

Grant Period: Award Date – June 30, 2027

IMPORTANT DATES AND OVERVIEW

Proposals Due	Review Period Ends	Awards Announced	Final Report Due
Wednesday, October 14, 2026	Wednesday, November 4, 2026	By Wednesday, November 18, 2026	Thursday, September 30, 2027

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 **\$2,500 for individual projects** and **\$5,000 for group projects consisting of 2 or more students.**

SUBMISSION GUIDELINES

You are encouraged to use the new online application for relevant internal grants. This application is found on the GFR webpage at <https://www.ccsu.edu/gfr/internal-grants>. Please follow the guidelines below for the proposal narrative, as you will be asked to attach it within the online application as a .pdf file, along with relevant supporting budget and other documentation.

Otherwise, please follow the guidelines below:

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, inclusive of:

- Proposal Cover Sheet provided at <https://www.ccsu.edu/gfr/internal-grants>. ***This form must be used***
- Proposal Narrative including page numbers
- Budget Template provided at <https://www.ccsu.edu/gfr/internal-grants>. ***This form must be used***

Failure to follow these guidelines will result in a deduction of points in scoring.

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 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 proposed research activities. Please use the Budget Template provided on the GFR webpage or within the online application. Include the information listed below:

- 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, 2027, 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 via email by GFR as soon as possible after the proposal review period is complete. 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, 2027. 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 m.preston@ccsu.edu or 860-832-2365; Brenda Lopez, Grants & Funded Research Administrator at b.lopez@ccsu.edu or 860-832-2366; OR CCSUgrants@ccsu.edu

Use this Checklist While Preparing and Submitting Your Proposal

Do Not Submit this Form with Your Proposal

Your Proposal Should Consist Minimally of 3 Parts:	Completed
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.	
Be Sure You Have:	
Included Page Numbers	
Combined All Proposal Components into a Single PDF File	
Sent Proposal to ccsugrants@ccsu.edu	

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

SIGNIFICANCE	(0-5 points each)
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.	
METHODOLOGY	(0-5 points each)
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.	
OUTCOMES	(0-5 points each)
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.	
BUDGET	(5 points)
The requested resources are justifiable, fiscally responsible, and relevant to the proposed activity.	
OVERALL QUALITY	(5 points)
I recommend funding this activity.	
TOTAL POINTS AWARDED (Out of 40 Possible Points)	