CSU | **The California State University**
OFFICE OF THE CHANCELLOR

Creating Responsive, Equitable, and Active Teaching and Engagement(CREATE)
Awards Program
2023-2024

Proposal Guide

Please use this proposal guide to prepare your application for the CREATE Awards program. Note that all information provided in this form will need to be entered into the CREATE online proposal submission form. This proposal guide will not be uploaded to the portal; it is only intended to be used to guide the development of your application.

Questions II through VII should be uploaded as one PDF file using the naming convention:Last Name First Name CREATE Proposal. The budget template (question VIII) should be uploaded as a PDF file using the naming convention:Last Name First Name CREATE Budget. All letters of support (question XI) should be uploaded as one PDF file using the naming convention:Last Name First Name CREATE Letters.

You may direct questions about the application process to Dr. Chenoa S. Woods, director of Research and Student Success Initiatives, at cswoods@calstate.edu.

I.   **Contact information and campus details**
   a.   Campus Name:
   b.   PI Name & Contact Information:
   c.   Additional Faculty Co-PIs (if applicable):
   d.   Proposed Budget Tier: (1, 2, or 3)
   e.   Proposed Budget (in dollars):
   f.   Sponsored Programs Financial Contact of PI's Campus (name & email):

II.   **Program title and abstract.** Include the full title and a brief abstract describing the program. *(Up to 150 words.)*

III.   **Program narrative.** Describe the program in full. Include the rationale/need, program timeline, target student population and expected outcomes. *(Up to 800 words.)*

IV.   **Focus on equity.** Explain how the program explicitly addresses Graduation Initiative 2025 goals and equity in the CSU. *(Up to 500 words.)*

V.   **Program scalability.** Explain the scalability of the program. Answer the question "To what degree is the program scalable to other student populations and campuses within the CSU?" *(Up to 500 words.)*

VI.   **Evaluation plan.** Describe how the program will be evaluated and assessed. Which measures will be included to determine if the program is effective? Ensure that an IRB application can be submitted and approved if applicable. *(Up to 500 words.)*

VII.   **Budget narrative.** There are three tiers of funding available. Proposals requesting funding up to $50,000 should apply for Tier 1 funding. Proposals requesting funding of $50,001-

$100,000 should apply for Tier 2 funding. Proposals requesting funding of $100,001-$150,000 should apply for Tier 3 funding.

Describe how funds will be allocated across budget categories. The CREATE program is generously funded by the College Futures Foundation which allows 5% for indirect costs. It is required that you work with your sponsored programs office when finalizing the program budget and submit this proposal with their approval. *(Up to 500 words.)*

VIII. **Budget template.** Use the budget template to describe your spending categories.

IX. Upload a **letter of support** from the principal investigator's department chair and/or college dean. The letter must authorize faculty release time, if applicable. If the proposal includes additional co-PIs, letters from each faculty member's department chair/dean is required.