

CSR-SP Research and Creative Activity Supply Grant Request for Proposals (RFP)

CSR Supply grants (CSR-SG) from the CSR are not "guaranteed"; you must earn them by submitting a supply grant proposal which meets all of the grant's "Request for Proposal" (commonly called "RFP") requirements and expectations. This means that you may be asked to make revisions if you have errors or missing information in your submission.

Group CSR-SG submissions:

If there are a group of you (2+) working on the same CSR project - **STOP** - and **please DM Michelle at your earliest convenience. None of you should submit an individual CSR-SG.** The CSR has a separate process for group CSR Supply Grant proposals.

If it's just you submitting this grant proposal, please read on.

Proposal deadlines:

- Fall deadline: **December 4.**
- Spring deadline: **March 19.**

Eligibility:

- Open to **Distinguished Pioneer Scholars and Forever Pioneer Scholars**, only.
- You may only be funded for supplies directly related to your CSR project.
- You must be the one that will be using these supplies (it's ok if other people use them as *well*, but you cannot buy them exclusively for someone else, including your faculty mentor).
- Any supplies you request must be used in the current academic year (e.g., you cannot request supplies for work that won't get started until next year).
- Your supplies funding does not 'roll over' to the next academic year (our budget is swept at the end of the year, every year by the University).
- You must have enough funding left in your **Scholar Flex Account** to cover the cost of the proposed supplies.

How much funding is available?

- DPS and FPS each have a “**Scholar Flex Account**”. DPS and FPS can “flex” their virtual conference and project supplies funding to a cap of \$2,000 (so you get to choose how much you want/need to spend in conference fees versus project supplies to a combined limit of \$2,000).
 - You do not have to use up all of your flex account, and strongly discourage “spending it, just to spend it”.
 - The CSR is very diligent in ensuring that all requested conference support and project supplies are indeed necessary, relevant for professional development, and allowable for purchase.
- Feel free to submit for as many CSR-SGs as you want (up to the \$2,000 cap). However, do note that you must submit a **separate CSR-SG for each supply list throughout the year**.

What do the grants cover?

- Consumables (i.e., things that will be completely or mostly used up in your project this year; e.g., gels, trays, paper, tape, copies, kits, batteries, etc.).
- Items **not** allowed to be purchased based on University policies that govern our CSR funds: generally speaking, items that need to be plugged in/need power (i.e. computer, equipment for labs, iPad, wifi booster, etc.). Cannot purchase printer ink/toner cartridges.
- **If you are not sure if something is an allowable purchase, please post on the [#help-csr_grants-supply](#) Slack channel with details on the item in question.** It never hurts to ask (politely, and be willing to accept if the answer is “no”).

What do I do if I am awarded a CSR-SG?

Upon receiving a Slack DM from Michelle (on behalf of the CSR) stating that your CSR-SG proposal was successful, you are **required to reach out on Slack (via replying to Michelle’s Slack DM) to schedule a meeting with her *within 7 days of the award email*** (you just have to respond and work on setting a meeting date within 7 days, not have the actual meeting).

- If you fail to reply on Slack to Michelle within 7 days, your award offer is rescinded and the CSR will not fund you for the proposed supplies.

Do not purchase any supplies, yourself. Should you choose to do so, note that the CSR is not able to reimburse you for these purchases.



All supplies ordered will be delivered to the University and we will put a request in for you to pick up your supplies from the shipping and receiving department on campus. **We are not allowed to ship supplies to your home address or any other address other than the University one.**

For all lab supplies that get ordered through Natalie Granera, the process will be the same as before. Supplies will be delivered and then brought to the lab. You will need to check in with Natalie for the status of the supplies ordered.

Important things you must know before you start preparing your grant proposal:

- 1) It can take 2-4 weeks (or more) after your grant is awarded for your items to actually arrive on campus. Plan your submission accordingly. It takes us 7-14 days to review submissions, dependent on how many submissions need to be reviewed at the time you submit yours.
- 2) Once submitted, your CSR-SG proposal will be reviewed and, if the proposal does not meet RFP expectations, you will be emailed a **limited-time revise-and-resubmit offer** from the CSR with feedback on where your submission is deficient. You will have **1 week** from the email date to resubmit your CSR-SG. If you miss this 1-week window, you will lose your opportunity to be funded by the CSR for these specific supplies in the current academic year.
- 3) As part of your CSR-SG proposal you must include a **Google Sheet budget sheet** (template will be posted on our Website and on Slack). You'll submit this budget sheet by copy-and-pasting the GSheet direct URL address into your supply grant proposal (it's one of the items in the proposal Google Form). You **must name the budget** "Lastname, Firstname - CSR-SG DATE" (e.g., Hobbs-Helmus, Michelle - CSR-SG 08-22) - this lets us find it much easier later on when we need to reference it to make purchases for you. You must also **give the CSR editing access** to your Google Sheet. If you do not know how to create and share a Google Sheet, here is a [link](#) to help you.

Here is the link to submit your [CSR-SG](#).