TSMG Program:
Teaching & Learning and Discovery & Translation Tracks

Submission Deadline: Thursday, April 9, 2026 by NOON PST

Synopsis of the Program

The Teaching & Learning (TL) Track is intended to support the development of teaching, classroom, or curricular innovations. Fundable areas include but are not limited to those that develop or institute curricular or co-curricular programs; program assessment; innovative practice; collaborative engagement; or community engaged teaching and learning.

The Discovery & Translation (DT) Track is intended to support faculty engagement to develop or carry out a clearly defined scope of work resulting in a scholarly product that advances a program of professional development in research, scholarly and creative activities. Fundable areas include but are not limited to basic or applied research; artistic, archival, creative, or design products; peer reviewed publications; professional workshop convenings; research proposal preparations; or operational bridge funding for ongoing projects.

Both tracks may request up to $11,000 to support discovery & translation and can request supplemental funding for student participation.

Student supplement of up to $4,000

Student support may be included in the up to $11,000 operating budget. In addition to the operational budget, faculty can request one additional student supplement of up to $4,000 to support student participation in their funded project. The student supplement should follow the student fellowship award model (via Financial Aid), not employment (i.e., student assistants). More information and guidance will be provided on this model to awardees. The student supplement can support one or more students but must not exceed $4,000 across all students and must directly connect student participation to learn-by-doing.

Funding Details

The TSMG Teaching & Learning track is intended to support all areas of teacher-scholar activities. Proposals should clearly align project relevance and outcomes with the teacher-scholar model. For more information on how proposals will be evaluated, please review the TSMG Rating definitions. It is incumbent upon the PI to make these elements clear in their application. To be eligible to receive funding, budget and budget justification should clearly align requested funding with project scope of work. All funds awarded must be used for specific approved purposes and may not be converted to other uses without authorization by the Office of Research and the Office of the Associate Vice Provost.

Allowable Expenses

All justified and normally allowable expenses will be considered.

- o Faculty compensation. Faculty can request up to $6,000 in added compensation per faculty member, with no more than $9,000 of added compensation across all faculty co-PIs in any proposal. Do not list staff as co-PIs; they may be included in the temporary personnel section.
- o Assigned time. Assigned time must be used during the academic year. The maximum amount that can be requested is 2 Weighted Teaching Units (WTUs) per project and per person in an award cycle. Please use the estimated replacement rate of $3,887 for budgeting assigned time.
- o Support for student researchers (undergraduate and graduate). Student support is an allowable expense and may be included in a proposal budget. Any proposal can also request an additional student supplement (beyond the maximum allowable budget) of $4,000 for student support.
- o Support for temporary personnel. This may include staff, consultants and/or collaborators. Non-faculty (unit 3) employees (excluding MPPs) must demonstrate how their work on this internally funded program falls outside their regular position duties.
- o Materials. Supplies, consumables, services (like printing and publishing), and equipment.
- o Operating expenses. Bridge or one-time funding to support ongoing projects.
- o Travel. Travel may be requested to conduct research, present findings at a conference (including conference registration and virtual attendance) or attend professional development convenings. Travel must contribute to the proposed scope of work (e.g., required workshops, training, etc.). Travel reimbursement rates will be based on Cal Poly travel guidelines and must adhere to any restrictions in place at the time of travel.
- o Incentives for participation in human subjects research. Participant incentives must meet CSU and State fiscal requirements. Contact Research Integrity and Compliance and (research-compliance@calpoly.edu) in advance of submitting your proposal if your project includes incentives so we can assist you in making sure your use of incentives is compliant.

Application Requirements

Applications must be submitted by **Thursday, April 9, 2026 by NOON PST.** No late submissions will be accepted. Applicants may only submit one TSMG proposal (as PI or co-PI). Applications should adhere to 1" margins and at least 11-point font and must include:

- Narrative (not to exceed 2 pages single-spaced): introduction to project, background, project scope, relevance, timeline, and methods appropriate to carryout proposed activities
- Budget template and budget justification (not to exceed 1 page single-spaced)
- Citations
- Statement on student engagement if student supplement is requested (not to exceed 1 page single-spaced)
- Curriculum Vitae: Provide a current curriculum vitae for the PI and all Co-PIs. Use NSF style from Science CV, https://www.ncbi.nlm.nih.gov/sciencv/ Note: If a collaborator will be unfunded but will play a Co-PI role, please list them as a Co-PI in your application and include their CV. For purposes of TSMG, we define a collaborator as personnel with a designated and specific role and a co-PI as personnel who shares responsibility for the overall direction of the project. PIs, co-PIs and collaborators can be paid or unpaid.

Applications must be submitted through the [Cal Poly InfoReady application system](). Please refer to the InfoReady template for all application fields.

- From the InfoReady homepage, select "Log In" in the upper right-hand corner, and click on the blue "Cal Poly San Luis Obispo Login" button. Use your Cal Poly credentials to log in. Then click on the 2026-2027 Teacher-Scholar Mini Grant Program: Teaching & Learning link at the bottom of the "Applications and Competitions for Research Support Programs" page. You will then be able to fill out and submit an application.
- Prior to review by the Review Panel, the Office of Research will route submitted proposals for approval by the applicant's Department Chair/head and Dean after these are submitted by the PI via InfoReady. If selecting assigned time, assigned time requests will be approved via this routing. If a proposal is not approved by a Department Chair/head or Dean, the faculty member will be notified.

Reporting

Final project reports are due by August 1, 2027. Awardees will be notified towards the end of the project to submit the final report via InfoReady.

Questions?

Please contact research@calpoly.edu or visit our website.

Review criteria

Proposals will be evaluated according to standardized criteria, including relevance to the teacher-scholar approach; intellectual merit; transformative potential; identified goals and metrics, institutional or otherwise; feasibility; qualifications of the faculty PI/co-PI; and benefit to student engagement (for student supplements). Proposals may develop innovative classroom pedagogy, techniques, programs, or policies. Student supplements to funded projects will be granted provided the impacts from student engagement are clearly described and appropriate to the scope of work outlined in the proposal.

Competitive proposals will provide: 1) articulation with one or more areas of the teacher-scholar model; 2) well-written narrative detailing the project and its potential impact; 3) clear and concise scope of work; 4) budget within funding limits; 5) budget justification; 6) timeline for completion; and 7) statement on benefit to student engagement (if supplement is requested).

In accordance with external funding agencies, such as NSF, NIH, PRF and others, any use of AI should be readily disclosed in the proposal. Original writing takes precedence and offers maximum value to a reviewer. Proposals and topics found to have content or sections substantially developed by AI will be **returned without review**. Please refer to the DT&TL Rating Definitions document for further information on the evaluation rubric and criteria.