** Faculty/Professional Staff Research and Creative Activity**

**Grant Program**

**APPLICATION GUIDELINES / FORMS**

**Spring 2018 Application Round**

Due date: **5:00 pm – Monday, 9 April 2018**

**General Program Description and Purpose**

The 2018/19 Faculty/Professional Staff Research and Creative Activity Grant Program provides funding of up to $3,000 for eligible projects conducted by faculty or professional staff in all disciplines. Funding for this program is provided by campus indirect cost recovery (via the Research Foundation for SUNY) and an award from the Strategic Allocation of Resources ([StAR](http://www.oneonta.edu/star/)) program.

Funds awarded through this program may be used to cover costs associated with carrying out the proposed project, such as necessary travel, supplies/materials, student assistants, etc. Priority in funding decisions will be given to junior faculty and applicants who have not received previous awards from the program, and to projects that engage students. Interdisciplinary/multidisciplinary projects are encouraged. Although, in general, curriculum and course development is not funded through this program, pedagogical research that includes the advancement and testing of innovative pedagogical approaches to improve student learning outcomes *is* supported.

THIS PROGRAM DOES NOT FUND:

* Work that has been completed (retroactive funding is not allowed).
* Work conducted under a contract for which payment will be received.
* Summer pay, extra service pay, or fellowships for faculty recipients or collaborators; student pay *is* allowed.
* Training and professional development activities not directly related to carrying out the proposed project.
* Independent projects *conducted* by students (the cost of student assistants *is* an eligible expense); the [Student Grant Program for Research and Creative Activity](http://www.oneonta.edu/academics/frc/) funds independent student research and creative activity.
* Publication costs (e.g. page charges, reprints).
* Travel to attend or present at conferences or other professional venues; only travel to *conduct* or *collaborate* on the project is an eligible expense, and must be clearly specified in the Project Description and Budget Justification.
* Proposals that do not follow the specific guidelines and required project description format.

**Eligibility**

Grant applicants/awardees must be paid employees of SUNY Oneonta at least through the fall 2018 semester; also see award conditions below. Adjunct and part-time instructors are welcome to submit applications, provided they have a contract for the fall 2018 semester. Faculty on sabbatical leave in the fall 2018 or spring 2019 semesters are eligible to apply.

**Award Conditions** (additional conditions may apply)

* Successful applicants are required to sign a Terms of Award Agreement prior to accessing awarded funds.
* Grant recipients are required to address all applicable [compliance issues](http://www.oneonta.edu/admin/spa/researchcompliance.asp) prior to accessing funds.
* If a grant recipient’s paid appointment is not continued past the fall 2018 semester, funding will terminate.
* Funding is not transferable to other faculty/professional staff not specifically identified in the proposal.
* Grant recipients must submit a brief (~one-page) progress report to the GDO by June 30, 2019.
* Grant recipients are required to present the funded project at a campus-based venue/event (e.g. Life of the Mind, Faculty Convivium) within two years of receipt of an award.
* Presented work funded in whole or part by this program must explicitly acknowledge this grant program.

# Review Process

This program is competitive. Using an evaluation rubric, peer reviewers will score each proposal based on: 1) the quality of the proposed work and its inherent significance to the relevant academic field of the applicant; 2) the potential benefit(s) of the proposed work to the College; 3) the extent to which the project engages students; 4) the soundness of the proposed methods; 5) the potential for future external support, if applicable; 6) overall clarity of the proposal, as written to educated readers potentially outside the relevant discipline; and 7) adherence to guidelines. Composite rankings are calculated, and awards will be made based on these rankings until funds allocated to the program are depleted.

**Budget Information/Guidelines**

* The maximum award is $3,000 per *project*, not per *applicant* if multiple faculty members are involved.
* Awardees will receive information regarding deadlines pertinent to their award and specific policies, regulations, and procedures related to the award.
* Funding must be expended prior to June 30, 2019 (specific deadlines to submit expenses will be provided).
* Budgets will be scrutinized carefully and should be well documented with expenses that are clearly justified to conduct the proposed work.

**Examples of allowable budget items** include, but are not limited to:

* **Student Assistants.** Specify the number of hours and hourly rate, and add the applicable fringe benefit rate for undergraduate or graduate students (see Budget form). NOTE: *Be sure to comply with minimum wage laws.*
* **Travel** **to *conduct* the project.** Funds may *not* be used to simply attend or present at professional conferences.
  + Check [www.gsa.gov](http://www.gsa.gov) for the current *maximum* mileage reimbursement rate and current *maximum* per diem rates by location (to be used for budgeting purposes).
  + For air/train travel, get an estimated fare.
  + For rental vehicle, include the cost of insurance. Remember to request funds for parking fees and tolls, if needed.
* **Supplies/Materials.** Be sure to include shipping costs. NOTE: *There is no equipment category*, as items under $5,000 are considered supplies. Any minor equipment and non-consumable items purchased with grant funds become the property of the faculty awardee’s department upon completion of the project.
* **Other Expenses.** This category includes items such as consultants, laboratory fees, printing, postage, etc.

**Specific Proposal Instructions**

* **COVER PAGE** – Complete all information requested on the application form.
* **BUDGET** – Complete budget form; include details and mandatory budget justification.
* **PROJECT DESCRIPTION** – Maximum ***four [4] double-spaced pages for project narrative (a-g below) + one [1] for literature cited (h below) = five [5] page total maximum*** *(four [4] if no references are included).*

**Applications must include all of the following components, in the order specified.** Use ***11 point Times Roman or equivalent font***. Technical or discipline-specific jargon should be avoided; define acronyms at first use. The project must be described in language understandable to educated readers outside of the relevant discipline. **Use the following as headings, in this order:**

**a)** Project Title.

**b)** Goals and Objectives of the proposed project.

**c)** Background with *review of literature* (brief, as needed) that includes your own and work of others (required for research proposals); and/or *inspiration for the work* (primarily for creative activity projects).

**d)** Proposed Activities/Methods and Timeline.

**e)** Expected Outcomes and Significance of the project to your academic discipline.

**f)** Engagement of Students and other Project Benefits to the College. Note: Although it is not an absolute requirement for funding under this grant program, student engagement is a campus priority and the manner and extent to which students are involved in the project will be taken into consideration in scoring. Please be sure to describe any and all ways that students will be included in your project activities. If your proposal does not directly engage students, be sure to discuss how the project will impact student learning or indirectly engage students (e.g., through dissemination of results, integration into curriculum, etc.).

**g)** Future Plans, including dissemination and potential for seeking external funding.

**h)** Literature Cited (if applicable) – not to exceed one single-spaced page; listed references must be cited in the project description components above; only references cited should be included on this page.

**Please submit only what is requested above**. DO NOT include additional materials of any sort (e.g., resumes or CVs, reprints of published work, papers in press, manuscripts of any sort, or any other attachments).

**Submission**: Submit via email with Word or PDF file attachment(s) to: [christine.barberio@oneonta.edu](mailto:christine.barberio@oneonta.edu). Applications must be **received** by the deadline (5:00 pm on Monday, 9 April 2018). Late proposals and proposals that do not comply with all application guidelines will not be accepted.

**QUESTIONS?** ContacttheGrants Development Office:  
[Chris Barberio](mailto:christine.barberio@oneonta.edu) x2434 or [Kathy Meeker](mailto:kathy.meeker@oneonta.edu) x2632

**2018/19 Faculty/Professional Staff Research and Creative Activity Grant Program (Spring 2018)**

**COVER PAGE**

***Please complete and attach as the first page of your application.***

**Name(s) of Applicant(s):**       /       /

**Title(s)** [check adjunct or tenured, if applicable] **and Departments of Applicant(s):**

Applicant 1 Title:       *Adjunct*  *Tenured*  Department:

Applicant 2 Title:       *Adjunct*  *Tenured*  Department:

Applicant 3 Title:       *Adjunct*  *Tenured*  Department:

**Title of Proposed Project:**

***Project Category (please check):***  Research project  Creative Activity project

**Amount of Budget Request:**  $      (not to exceed $3,000; complete attached Budget Page)

**Have you received an award through this program in the past?**  NO  YES

**Other Support for the Project:**

Include information on funding received (campus or external) in the past two years and/or applications pending for the same or related project (check one of the boxes below and provide additional information, if applicable).

Funding has **not** been received and no applications are pending for funding for this project or a related project.

Funding **has** been received for this project or a related project and/or applications for funding are pending.   
If this box is checked, provide the following information in the space below for each source of support received or pending: 1) source and amount of funding, 2) status [funded or pending], and 3) project period.

**Compliance Issues:** Does the work proposed involve **Human subjects?**   NO  YES

**Animal care and use?**   NO  YES

**Biohazards or radiation?**   NO  YES

**International travel?**  NO  YES

**ADDITIONAL MATERIALS:** Provide the following information with this Cover Page and check below.   
**Do not** include any additional materials or attachments with your application.

**Budget** (complete appended form; double spacing is not required on budget materials).

**Project Description:** Proposals must be written to a general, educated audience; avoid jargon and define acronyms at first use. Use 11-point Times Roman or equivalent font. Proposals must include all points below **in order**; 5 pages maximum length: 4 double-spaced pages for narrative (a-g) + one page for literature cited, if applicable (h), which may be single-spaced.

**a)** Project Title.

**b)** Goals and Objectives of the proposed project.

**c)** Background: *Review of Literature* (brief, as needed), including your own and work of others (required for research proposals); and/or *Inspiration for the Work*.

**d)** Proposed Activities/Methods and Timeline.

**e)** Expected Outcomes and Significance of the project to your academic discipline.

**f)** Engagement of Students and other Project Benefits to the College. Note: Student engagement is a priority for funding and is taken into consideration in scoring the project; please be sure to describe any and all ways that students will be involved in or benefit from your project. If your proposal does not directly engage students, discuss how the project will impact student learning or indirectly engage students.

**g)** Future Plans, including dissemination (publication, presentation, exhibition, performance, student event, etc.) and potential for seeking external funding.

**h)** Literature Cited (if applicable): Not to exceed one single-spaced page; listed references must be cited in the project description components above; only references cited should be included on this page (do not use this page for the other components, a-g).

Due Date: **5:00 pm, Monday, 9 April 2018**

Submit **by the deadline** via email with Word or PDF file attachment(s) to

[christine.barberio@oneonta.edu.](mailto:christine.barberio@oneonta.edu.)

**2018/19 Faculty/Professional Staff Research and Creative Activity Grant Program**

**BUDGET**

***Please refer to the APPLICATION GUIDELINES before preparing***

(double spacing is not required on budget materials)

**Applicant(s):**      ,      ,

**Project Title:**

List all items requested for funding, and provide justification for requested expenses.

**$      – Total Student Assistants**: Undergraduate students are generally paid in the range of from minimum wage to $12 per hour plus fringe benefits [FB] (5%); graduate students are generally paid in the range of $12 to $15 per hour plus FB (14%). *Please be sure to include FB.* Further justify the request in the Budget Justification below.

**Details:** # of hours       x hourly rate       =       + FB (see rates above)       = $

**$      – Total Travel**:

**Details:** Describe specifics on air/train fare, mileage to/from departure/destination points, lodging, per diem, and other travel expenses required to conduct the research. Further justify the request in the Budget Justification below.

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| DESTINATION | TRANSPORTATION COSTS (airfare, rail, bus, personal car) | LODGING + PER DIEM COSTS | OTHER COSTS | TOTAL COSTS |
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**$      – Total Supplies/Materials**:

**Details:** List items requested and cost of each. Further justify the request in the Budget Justification below.

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| ITEM | PRICE EA | # NEEDED | TOTAL $ | EXPLAIN NEED |
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**$      – Total Other Expenses**:

**Details:** List and describe any additional expenses not included above. Further justify the request in the Budget Justification below.

**TOTAL REQUEST**: **$** **(not to exceed $3,000)**

**BUDGET JUSTIFICATION (required):** Explain why the above expenses are required to carry out the proposed project.