



ACADEMIC AFFAIRS
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MEMORANDUM

DATE: October 8, 2019
TO: Full-time Faculty and Librarians
FROM: Patrick O'Sullivan
Provost & Senior Vice President for Academic Affairs 
RE: 2019-20 Faculty Development Grants Program

I am pleased to provide you information concerning the Faculty Development Grants (FDG) competition for Academic Year 2019-20. Funded by the Office of Academic Affairs, FDG grants provide awards of up to \$3,000 each for your research and scholarly endeavors, with awards of up to \$5,000 available for collaborations among full time Old Westbury faculty.

The deadline for submitting proposals is Friday, November 15, 2019.

Priority in the funding of FDG awards will be given to projects that are clearly designed to improve one's chances of securing additional funding through external grant competition. For reasons of equity, preference in the awarding of FDG funds will be given to well-prepared proposals from individuals who have not received a SUNY College at Old Westbury FDG award within the previous two years and to first-time applicants to the FDG program.

Accompanying this memo you will find more complete program guidelines and application forms. If you have any questions, please contact Tom Murphy in the Office for Research and Sponsored Programs at extension 3215.

POS: tom
Attachment

Cc: President Calvin O. Butts, III
Deans
Thomas Murphy



SUNY College at Old Westbury 2019-20 Faculty Development Grants Program Guidelines (FDG)

Application due date: Friday, November 15, 2019.

The Faculty Development Grants Program (FDG) provides grants to full-time faculty and librarians to support creative and scholarly endeavors: awards of up to \$3,000 per individual or \$5,000 for collaborative projects. The Office of Academic Affairs funds the FDG program.

FDG grants are provided to enable research and other professional endeavors that cannot easily or routinely be pursued without financial resources. While fostering a faculty member's creativity and/or scholarship will indirectly enhance the quality of student learning, these grants are not primarily intended to support curricular or pedagogical transformation.

FDG grants will support projects whose quality, originality, and sustainability demonstrate the potential for external recognition. Priority in the funding of FDG awards will be given to projects that are clearly designed to improve one's chances of securing additional funding through external grant competition. For reasons of equity, preference in the awarding of FDG funds will be given to well-prepared proposals from individuals who have not received a SUNY College at Old Westbury FDG award within the previous two years and to first-time applicants to the FDG program. Awards will not be granted to past FDG recipients who have failed to submit a final progress report for their earlier work. Unfortunately, because available resources are limited, we are unable to extend this grant opportunity to Lecturers or Adjunct Faculty.

Funding Levels

Individuals may request up to \$3,000 to support their project. The funding of Collaborative projects is limited to \$5,000.

To be eligible for a Collaborative FDG grant, at least two collaborators must be full-time faculty or librarians at the College during the current academic year.

Allowable Costs on an FDG Grant

Expenses charged to FDG awards must comply fully with all existing campus policies.

FDG awards may be used to support such expenses as travel; essential project materials and supplies; special-purpose software not otherwise available to faculty through campus sources; publication-related costs; and, fees for external services including third party/consultant services of non-SUNY professionals.

FDG grants may not be used to provide direct compensation (salaries, stipends, consulting payments) to faculty from the College; professional memberships or subscriptions.

Expenses charged to an FDG grant should be reasonable and demonstrably allocable to the work proposed in the FDG grant application. A *reasonable* expense is generally something suitably priced that one can pragmatically explain as of benefit to the proposed FDG project.

No project costs should be incurred prior to formal notification of receipt of an award. Funds may be used for project costs incurred during the College's current fiscal year only, i.e., for expenses and purchases made before June 30, 2020. In the case of travel costs, this means all travel must be completed before July 1, 2020. In the case of the purchase of supplies, all supplies must have been received before July 1, 2020.

Evaluation of FDG Proposals

Traditionally, the FDG Proposal Review Committee has been composed of 5 members: an appointed faculty member from each of the College's three Schools, Arts and Sciences, Business, and Education; along with the Director of the Office for Research and Sponsored Programs (ORSP) and an additional member selected by the Provost. Proposal Review Committee members will read and rate each proposal on a five-point scale. Review Committee members will then assemble to compile and discuss their independently-assigned scores. At conclusion of this discussion, the Committee will offer its award recommendations to the Provost.

Review Committee members are not precluded from competing for FDG funds but, of course, must recuse themselves from voting and deliberations associated with their application.

Project Reports

Each recipient of an FDG award must submit a written final progress report generally within thirty (30) days following completion of work or within thirty days following the end of the approved grant period, whichever occurs first. No proposal will be considered for funding if the applicant has failed to submit a written report for any previous FDG award received.

In most cases, a final report need not exceed one or two pages. The report should describe what work or activities were accomplished as a direct result of FDG funding and any problems or setbacks that may have been encountered. The report should conclude with a brief explanation of what lies ahead for you in the project-funded field, including any plans you may have for publication or submission of an application for external funding. All such reports should be submitted to FDG@oldwestbury.edu.

FAQs

Q. *When will applicants be notified that they have received an award?*

A. This is difficult to answer beyond saying we are committed to notifying you as soon as possible. To the extent that applicants follow these Proposal Submission Procedures, the review process can begin sooner and funding decisions announced earlier.

Q. *Can FDG funds be used to support the cost of travel that occurred prior to notification of an award?*

A. This will be approved only under exceptional circumstances. As indicated above, "no project costs should be incurred prior to formal notification of receipt of an award." However, because certain travel opportunities provide no calendar flexibility the payment of travel costs prior to notification of an award will be considered. Such requests must be explained/justified in the applicant's budget narrative, and travel must have occurred during the College's current fiscal year.

Q. *Can I purchase a laptop (or other computing technology) with FDG funds?*

A. The need for such purchases should be explained/justified in your budget narrative. In general, the purchase of laptops is discouraged – approved only under exceptional circumstances. In accordance with College policy, certain technology-related purchases and licensing, may require prior review by Information Technology Services prior to acquisition.

Q. *Can I hire a student assistant?*

A. Again, only under exceptional circumstances. Applicants are encouraged to seek alternative sources of funds for student support, starting with your Department Chair and Dean. Requests for student support through FDG should be explained/justified in your budget narrative.

Q. *Who should I contact if I need an extension of the FDG application deadline?*

A. In fairness to all applicants, our published deadline must be considered firm:

Friday, November 15, 2019.

Proposal Submission Procedures

- ***New.*** Complete FDG applications should be submitted in hard copy to the (lead) applicant's Dean by the published deadline, November 15, 2019. Please do not staple or bind the application as the document must be scanned for distribution to the Review Committee. **Applications will no longer be accepted via e-mail.**
- Proposals involving the use of humans or the use of vertebrate animals as research subjects shall require approval of the appropriate review committee (IRB and IACUC, respectively). At the time of FDG application submission, we ask only that you indicate on the cover-page the status of your research protocol -- *an approval date* or pending. The FDG Proposal Review Committee will verify status of human subject or animal subject protocols before the issue of an award. No awards shall be made absent the proper approval.
- Your project narrative should not exceed 3 pages, and should utilize the following headers/subtitles:
 - **Project Purpose/Goals.**
 - **Work to Date.** An account of related work already completed by the applicant.
 - **Work Plan/Methodology.** A description of that component of work expected to be made possible through FDG funding.
 - **Significance.** Significance of the proposed work in relation to the "Application Category" selected on your application cover-sheet.
 - **Timetable.** When will planned activities occur? When do you expect to achieve projected outcomes or goals?
- Additional content and page restrictions:
 - C.V.s of faculty applicants: limit 4-pages per person.
 - (Optional) **Project Abstract**, limited to 300 words.
 - (Optional) **Budget Narrative**, limited to 1 page.
 - (Optional) **Plans to seek future grant support**, extending beyond the space already provided on the application cover-page, limit 1 page.
- Each grant applicant is responsible for obtaining authorizing signatures of the applicant's Department Chair, Dean, and Old Westbury faculty collaborators (if any).
- Questions? Contact Tom Murphy, ext. 3215, or via e-mail at murphyt@oldwestbury.edu. Please enter "FDG" as your subject, to assure the quickest possible response.

Application due date:
Friday, November 15, 2019

**Interactive FDG application forms may be downloaded from links
appearing at www.oldwestbury.edu/research.**



SUNY College at Old Westbury
Faculty Development Grants 2019-20
 Application Cover-Page

Office Use Only

Descriptive

Project Title: _____

Applicant(s) and Certification Signature(s): *By signature below, I certify that I have submitted a written report for all past funding I have received under the College's Faculty Development Grant program.*

Lead Applicant's Name _____ Dept _____ Signature _____
 E-mail address: _____ Daytime tele: _____

Faculty Collaborator's Name _____ Dept _____ Signature _____

Faculty Collaborator's Name _____ Dept _____ Signature _____

Amount Requested \$ _____	Project Period: ____ / ____ / ____ - ____ / ____ / ____
Primary purpose of this FDG application.	
<input type="checkbox"/> Seed money to initiate or advance an external grant application. IMPORTANT: Must identify, below, the organization(s) and approximate date(s) to which you expect to submit a grant proposal. Highest Priority. _____ _____ _____	
<input type="checkbox"/> Financial support for professional development efforts intended to result in a publication, presentation, performance, exhibition or comparable activity.	
<input type="checkbox"/> Financial support for classroom research, including the enhancement of teaching ability, the involvement of students in research projects, or comparable activity. Lowest Priority.	

Other Funding Sources: Please advise if you have solicited or plan to seek funding from any other College or SUNY source to support this activity. _____

Does this project involve: Humans as research subjects? <input type="checkbox"/> Yes <input type="checkbox"/> No IRB approval date: _____ Pending	Does this project involve: Vertebrate animals as research subjects? <input type="checkbox"/> Yes <input type="checkbox"/> No IACUC approval date: _____ Pending
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Endorsement Signatures: Department Chair(s) _____

Dean(s) _____

2019-20 Faculty Development Grant Budget Page

- Please identify grant expenditures only on this page. Personal expenses associated with the project (if any) may be addressed in your budget narrative.
- Use rounded numbers only please.
- If printing, please print legibly.

3rd PARTY PERSONNEL (INDEPENDENT CONTRACTOR/CONSULTANT COSTS).

Subtotal:

SUPPLIES

Subtotal:

TRAVEL

Subtotal:

OTHER

Subtotal:

Total Funding Request:

Check here if a budget narrative has been provided. (Optional and limited to a single page).