SUNY OLD WESTBURY

ACADEMIC AFFAIRS
SUNY Old Westbury
P.O. Box 210
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www.oldwestbury.edu

MEMORANDUM

DATE: September 12, 2016

TO: Full-time Faculty and Librarians

FROM: Patrick O'Sullivan
Provost & Senior Vice President for Academic Affairs

RE: 2016-17 Faculty Development Grants Program

I am pleased to provide you information concerning the Faculty Development Grants (FDG) competition for Academic Year 2016-17. 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 Old Westbury faculty.

There shall be two proposal reviews conducted this year; deadlines for submitting proposals:

Monday, October 10 at <u>noon</u> *and* Monday, December 19 at <u>noon</u>.

Faculty who have immediate ideas or needs can submit their applications in October; and, for those who develop their funding request later, we have a December 19 deadline. However, in all cases, funds must be used before the close of business on June 30, 2017.

As in the past, preference in the selection of award recipients will be given to applicants whose proposed work is designed to strengthen future efforts to obtain external funding and to individuals who have not received a FDG grant in recent years.

Accompanying this memo you will find 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, President
Deans
Thomas Murphy

The Faculty Development Grants Program (FDG) provides grants of up to $3,000 per individual (or $5,000 for collaborative proposals) to full-time faculty and librarians to support creative and scholarly endeavors. The FDG program is funded by the College's Office of Academic Affairs.

FDG grants are intended to encourage the kinds of research and programmatic work that cannot easily or routinely be pursued without additional 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.

Funding Levels

In this current round of competition, individuals may request up to $3,000. Collaborative proposals are also welcome, 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; fees for external services including consultant services of non-SUNY professionals. FDG grants may not be used to provide direct compensation (salaries, stipends, etc.) to College faculty. In relation to project-related travel, FDG grants may not be used to finance the expenses of any family members or companions. 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.

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 Finance, and Education; along with the Director of the Office for Research and Sponsored Programs (ORSP) and an additional appointee of the College 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, Committee members will offer their 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 proposal.

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. <u>No proposal will be considered for funding if the applicant has failed to submit a written report for any previous FDG award received</u>.

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.

FDG 2016-17 Proposal Submission Procedures

Proposals must be endorsed by the applicant's Department Chair, Dean and faculty collaborators prior to formal submission. It is each grant applicant's responsibility to present copy of his/her proposal to these individuals and obtain to their signatures. Endorsement by Department Chairs, Deans and collaborators may be provided in the form of an e-mail message sent to FDG@oldwestbury.edu. Please make certain e-mailed endorsements are *forwarded in a timely manner and sent only to* FDG@oldwestbury.edu.

<u>Complete</u> applications should be e-mailed to this same address: FDG@oldwestbury.edu. Proposals may be submitted as Word, Excel, or PDF files only. Do not send incomplete or partial proposals.

If you are unable to submit your proposal via e-mail, complete proposals may be delivered to Room H311C in the Campus Center – the Office for Research and Sponsored Programs. <u>Please do not submit incomplete applications</u>.

2 deadlines are anticipated this year:
Noon, Monday, October 10 & Monday, December 19, 2016

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, 2017. In the case of travel costs, this means all travel must be completed before July 1. In the case of the purchase of supplies, all supplies must have been received and generally used before July 1.

To access FDG program forms and for FDG updates, please visit www.oldwestbury/research and click on the FDG links.

SUNY College at Old Westbury
Faculty Development Grants 2016-17
Application Cover-Page

**Descriptive
Project Title:** _____

**Faculty
Applicant:** _____   _____
              Name   Tele (Daytime)

**Faculty
collaborators** _____   _____
(if any)   Name   Name

                    _____   _____
                        E-mail   E-mail

Amount Requested $ _____ *Limit $3,000 for individual applicants; $5,000 for collaborations among SUNYOW faculty.*	**Project Period:** _____ / _____ / _____ - _____ / _____ / _____ In no case can funds be used after June 30, 2017.
Does this project involve: Humans as research subjects? ____ Yes ____ No IRB approval date: _____	**Does this project involve: Vertebrate animals as research subjects?** ____ Yes ____ No IACUC approval date: _____

Application Category
Please check one

____ Seed money to initiate or advance a project that could result in external funding. **Highest Priority.**
        To what program or agency do you expect to submit this future grant proposal?

        _____

____ Financial support for professional development efforts intended to result in a publication, presentation, performance, exhibition or comparable activity.

____ 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: Have you applied (or do you intend to apply) to any other organization or grant competition for funding of the same activity described in your proposal? If yes, please identify the organization(s) or grant competition(s) and date(s): _____

Faculty certification signature(s): *I certify that I have submitted a written report for all past funding I have received under the College's Faculty Development Grant program.*

PI	Faculty collaborator	Faculty collaborator
Dept Chair(s)		
Dean(s)		

2016 - 17 Faculty Development Grants Budget Page

- **Please identify <u>FDG grant expenditures only</u> on this budget grid.** Applicants may use the NOTES
  section at the bottom of this page to identify expenses not paid by the grant (e.g., anticipated personal expenses).

- **Use an additional page if necessary to explain budget costs. Use rounded numbers please.**

  - **If printing, *<u>please print legibly.</u>***

PERSONNEL and INDEPENDENT CONTRACTOR/CONSULTANT COSTS.	
	Subtotal:
SUPPLIES	
	Subtotal:
TRAVEL	
	Subtotal:
OTHER	
	Subtotal:

Notes *(if any)* below: **Total Funding Request:**

FDG 2016-17 Proposal Preparation Checklist

Completed proposals must be sent to <u>FDG@oldwestbury.edu</u>.

A complete Faculty Development Grant proposal includes <u>all</u> of the following:

1. ☐ a signed 2016-17 FDG cover-page.

2. ☐ a completed 2016-17 FDG budget form.

3. ☐ current c.v. for Principal Investigator and any collaborating faculty. <u>Limit 4-pages per person</u>.

4. ☐ a project narrative, not to exceed 3 pages, addressing all of the following:

   - **Project Purpose/Goals**.
   - **Work to Date**. A brief account of related work already completed by the applicant.
   - **Work Plan/Methodology**. A description of that component of work made possible through FDG funding.
   - **Significance**. The significance of the proposed work in relation to the "Application Category" selected on your proposal cover-sheet.
   - **Timetable**. When will planned activities occur? When do you expect to achieve projected outcomes or goals (e.g., submission of a grant proposal to an external funding source; submission of a manuscript for publication; or implementation of a classroom innovation)?

5. ☐ Included, or ☐ not applicable. **For projects involving humans or vertebrate animals as research subjects**, one must obtain prior approval of the proposed research from: IRB, Human Subjects Committee, Rahwah Haile, Chair; IACUC, use of vertebrate animals, Judith Johnson, Chair.

6. ☐ Included, or ☐ not applicable. **When travel to a professional meeting** is proposed, please provide documentation of the applicant/traveler's role, e.g., presenting a paper, presiding over a conference session, an association leadership capacity, or explain attending only.

7. ☐ Included, or ☐ not applicable. **If you have requested funding from an alternative funding source** for essentially the same work proposed herein, please identify in your project narrative the other grant program. Additionally, applicants must advise on the extent to which these proposals contain similar or different budget content.

Optional Content

If an applicant feels it would be beneficial to proposal reviewers, s/he may include any of the following:

8. ☐ a project abstract (not to exceed 1 page).

9. ☐ a budget narrative (not to exceed 1 page).

10. ☐ a limited bibliography (not to exceed 1 page) which may include a list of URLs relevant to the proposed work or helpful in relation to the budget. *Do not append hard copy of web pages; provide only the URL*. Web pages cited will be read or examined at the discretion of each proposal reviewer.

Please <u>do not append</u> articles, books, or recorded media or anything that must be returned.

On Saving PDF documents

Presently, program forms are only available in PDF format. In the past several people have asked for instruction on how one can save their completed PDF forms. **On saving your PDF files:** After completing your cover-page and/or budget using Adobe Reader, in order to save the data you have entered one must use the "SAVE AS" function and assign a new name to the file. It is <u>not</u> sufficient to simply enter "SAVE."