SUNY College at Old Westbury 2018-19
Faculty Development Grants Program Guidelines (FDG)

Application due date: **5 PM, Friday, November 30, 2018**

The Faculty Development Grants Program (FDG) provides grants to <u>full-time</u> 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 the Vice President for 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 <u>not</u> primarily intended to support curricular or pedagogical transformation.

FDG grants will support projects whose quality, originality, and sustainability demonstrate the potential for external recognition. <u>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</u>. 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

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 <u>at</u> <u>the</u> <u>College</u> 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 third party/consultant services of non-SUNY professionals. FDG grants may <u>not</u> be used to provide direct compensation (salaries, stipends, etc.) to College faculty. 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, 2019. In the case of travel costs, this means all travel must be completed before July 1, 2019. In the case of the purchase of supplies, all supplies must have been received and generally used before July 1, 2019.

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 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, 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 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. 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 Guidelines and the Proposal Submission Procedures (below), the review process can begin sooner and funding decisions announced earlier.

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. As indicated above, "expenses charged to FDG awards must comply fully with all existing campus policies," which, in the case of certain technology-related purchases or licensing, may require additional review by Information Technology Services prior to acquisition.

Q. *Can I hire a student assistant?*

A. Only under exceptional cases will such costs be funded by the FDG. We would encourage you to seek alternative sources for student support, starting with your Department Chair and Dean if you should need student assistance. Explain/justify your request for student assistance 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, 5:00 pm, Friday, November 30.

Proposal Submission Procedures

- Completed FDG applications should be submitted via e-mail to FDG@oldwestbury.edu.

- All components of your application -- your forms, CV, narrative and budget – should be included together in <u>one mailing</u>, in either MS Office (Word, Excel) or PDF formats. Do not send incomplete or partial proposals.

- Page limits, cited below and within the FDG Checklist page, will be strictly observed.

    o Project Narrative – 3 pages

    o Project Abstract – optional and limited to 300 words

    o Budget Narrative – optional and limited to 2 pages

    o Plans to seek future grant support – optional and limited to 1 page

- Each grant applicant is responsible for obtaining authorizing signatures of the applicant's Department Chair, Dean, and collaborator(s), if any.

- Endorsement by Department Chairs and Deans 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.

- Questions? Contact Tom Murphy, ext. 3215, or via e-mail at FDG@oldwestbury.edu.

Application due date:

5 PM, Friday, November 30, 2018

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

FDG 2018-19 Proposal Preparation Checklist

Completed proposals must be sent to FDG@oldwestbury.edu.

A complete Faculty Development Grant proposal includes all of the following:

1. ☐ a signed 2018-19 FDG cover-page.

2. ☐ a completed 2018-19 FDG budget form.

3. ☐ a C.V. for Principal Investigator and any collaborating faculty.

4. ☐ a Project Narrative, not to exceed 3 pages, **employing the following headers/subtitles**:

   - **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, Wei Zhu, 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 (**including any UUP Grant Programs) for essentially the same work proposed herein, please identify in your project narrative the other grant program.

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 (please do not exceed 300 words).

9. ☐ a budget narrative (not to exceed 2 pages).

10. ☐ Because 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, we urge those who intend to compete for external grant support to advise us on your future grant-seeking plans. From what agency or Foundation do you expect to seek funding in the future? Approximately, when do you expect to submit such a grant application? Limit, 1page.

On Saving PDF documents

After completing the FDG cover-page and budget-page, how do I save my documents retaining entered data?

In order to save your completed documents when using the no-cost Adobe Reader, one must use the "SAVE AS" function, not the "SAVE" option. In addition, a new file name must be assigned – you cannot simply overwrite the original file.

SUNY College at Old Westbury
Faculty Development Grants 2018-19
Application Cover-Page

**Descriptive
Project Title:** _____

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

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

　　　　　　　_____ _____
　　　　　　　　E-mail　　　　　　　　　　　　　　　　　　　　E-mail

Amount	**Project**
Requested $ _____ *Limit $3,000 for individual applicants; $5,000 for collaborations among SUNYOW faculty.*	**Period:** _____ / _____ / _____ - _____ / _____ / _____ In no case can funds be used after June 30, 2019.
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.** IMPORTANT: Please identify to what program or what agency do you expect to submit this future 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 the same activity described in your proposal? If yes, please
identify the organization(s) or grant competition(s) and date(s): _____

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.*	**Principal Investigator / Lead Faculty Applicant**
Faculty Collaborator	**Faculty Collaborator**
Department Chair	**Dean**

2018 - 19 Faculty Development Grants Budget Page

- **Please identify <u>FDG grant expenditures only</u> on this page.**
Expenses not paid by the grant (e.g., anticipated personal expenses), may be addressed in your budget narrative. See note at bottom of page.

- **Use rounded numbers only please.**

- **If printing, _please print legibly._**

3rd PARTY PERSONNEL (INDEPENDENT CONTRACTOR/CONSULTANT COSTS).	
Subtotal:	$0
SUPPLIES	
Subtotal:	$0
TRAVEL	
Subtotal:	$0
OTHER	
Subtotal:	$0

Total Funding Request:	**$0**
"X" here if a budget narrative has been provided. Optional, limit 2 pages.	