GRANT PROPOSAL SUBMISSIONS POLICIES
All grant applications must be reviewed by ORSP. Generally, all applications are due at least 5 days prior to the deadline. We cannot stress enough how important it is to contact our office early when preparing a grant proposal.

EFFORT & “RELEASED TIME”
Contrary to what it seems, “released time” and effort are not always the same thing. For example, you may not request “released time” in your project budget but you may state that you are devoting one month of effort “Released time” is time that is re-assigned from what is obligated to the College (21 contact hours) to other work such as research or mentoring doctoral students or serving on a College committee.

When you apply for a grant and state that you are devoting 15% of your time during the academic year, that equates to a commitment of working full time for five and half weeks (9 months x 15%) on that particular project. This time can be bought as “released time” from teaching with funds from the grant budget. You cannot commit this effort based on time that has been “released” to you to do other work such as mentoring students or serving on a departmental committee or any other purpose other than the research proposed in the grant.

Because CUNY faculty are generally appointed on a nine month basis, effort during the summer months is either voluntary or reimbursed directly from the grant. ALL effort must be reported to the federal government. Both the Research Foundation and Queens College certify effort on grants in several ways:

1) A Staff Effort Notice which is required to document what effort is charged (or cost-shared) to a grant during the academic year;
2) A Personnel Activity Report is used for reporting 100% of all time and effort including time committed to grants or contracts, as well as teaching and other activities.
3) Progress Reports to the granting agency will include effort reporting and are certified by the College — these must be backed up with the documentation listed in items 1 and 2.

We encourage all faculty to take a close look at their time commitments on all projects, grants, teaching load and other College commitments. Outline them according to percentage of effort and know that all your professional effort cannot exceed 100%. Federal agencies base their effort timelines on 40 hour weeks. Queens College has expectations of how much time is required (contractually) for teaching and other duties. Effort that is stated in a grant must be related to these two realities. When you get your grant, start the documentation process. We are here to help you with it.

RESEARCH FOUNDATION & ORSP
The Office of Research & Sponsored Programs is NOT the Research Foundation and the Research Foundation is not a CUNY office. The Research Foundation is chartered by New York State as a private foundation to assist CUNY with the management of grants and contracts awarded to CUNY. You cannot “transfer” money between CUNY and the Research Foundation and vice versa. A person hired at CUNY and then hired through a grant at the Research Foundation is now a NEW employee of the Research Foundation (which is why you have to fill out all that paperwork).

The Office of Research & Sponsored Programs is here to assist Queens College, her faculty and staff with all things grant-related. We review agency guidelines and rules and assist with completing applications, negotiating awards, and help with the post-award business of reporting and fund management.

Project Directors (PD), however, are responsible for all day-to-day operations of grant management. A PD must know when his or her reports are due and what data must be tracked for these reports. A PD should know how to read his or grant account statement. A PD is responsible for his/her employees. Please keep a copy of all paperwork that your employees submit. ORSP does not.

The Research Foundation is responsible for much of the behind the scenes grant management such as financial transactions with federal agencies, providing a sound audit trail for all transactions including personnel, and providing support for time and effort reporting, financial reports, and overall personnel management including benefits and work eligibility.

When you get a grant for the first time, take the time to meet with your grants management partners, the staff of ORSP, and the Research Foundation grant administrator assigned to your project.
NEH National Endowment for the Humanities

Summer Stipends

Deadline: October 1, 2015 (on-line through grants.gov)

Summer Stipends support individuals pursuing advanced research that is of value to humanities scholars, general audiences, or both. Recipients usually produce articles, monographs, books, digital materials, archaeological site reports, translations, editions, or other scholarly resources. Summer Stipends support continuous full-time work on a humanities project for a period of two consecutive months. Summer Stipends support projects at any stage of development.

ELIGIBILITY: The Summer Stipends program accepts applications only from individual researchers, teachers, and writers, whether they have an institutional affiliation or not. **Applicants with college or university affiliations must, however, be nominated by their institutions. Faculty must have their narrative applications ready by September 23rd for review by the Provost for consideration.** All applications for Queens College review must be approved by the applicant's Dean and Chairperson prior to review by the Provost. FUNDING: Summer Stipends provide $6,000 for two consecutive months of full-time research and writing. Recipients must work full-time on their projects for these two months and may hold other research grants supporting the same project during this time. Summer Stipends normally support work carried out during the summer months, but arrangements can be made for other times of the year.

Web page: http://www.neh.gov/grants/research/summer-stipends
E-mail: stipends@neh.gov
Write: National Endowment for the Humanities; Div. of Research Programs; 400 7th Street SW; Washington, DC 20506
Phone: 202/606-8200

ACLS American Council of Learned Societies

Fellowships

Deadline: Completed applications must be submitted through the ACLS Online Fellowship Application system (ofa.acls.org) no later than 9 pm Eastern Daylight Time, September 23, 2015.

The ACLS Fellowship program invites research applications in all disciplines of the humanities and related social sciences. The ultimate goal of the project should be a major piece of scholarly work by the applicant. ACLS does not fund creative work (e.g., novels or films), textbooks, straightforward translation, or pedagogical projects. The ACLS Fellowships are intended as salary replacement to help scholars devote six to twelve continuous months to full-time research and writing. ACLS Fellowships are portable and are tenable at the fellow's home institution, abroad, or at another appropriate site for research. (1) An ACLS Fellowship may be held concurrently with other fellowships and grants and any sabbatical pay, up to an amount equal to the candidate's current academic year salary. Tenure of the fellowship may begin no earlier than July 1, 2016 and no later than February 1, 2017. FUNDING: The fellowship stipend is set at three levels based on academic rank: up to $35,000 for Assistant Professor and career equivalent; up to $45,000 for Associate Professor and career equivalent; and up to $70,000 for full Professor and career equivalent. ACLS will determine the level based on the candidate's rank or career status as of the application deadline date. Approximately 25 fellowships will be available at the Assistant Professor level, approximately 25 at the Associate Professor level, and approximately 20 at the full Professor level.

Web page: http://www.acls.org/programs/acls/
E-mail: fellowships@acls.org
Write: American Council of Learned Societies; 633 Third Avenue; 8th Floor; New York, NY 10017-6795
Phone: 212/697-1505
WGF Wenner-Gren Foundation for Anthropological Research, Inc.

Post-Ph.D. Research Grants

Deadline: November 1, 2015 (and May 1, 2016)

Post-Ph.D. Research Grants are awarded to individuals holding a Ph.D. or equivalent degree to support individual research projects. The program contributes to the Foundation’s overall mission to support basic research in anthropology and to ensure that the discipline continues to be a source of vibrant and significant work that furthers our understanding of humanity’s cultural and biological origins, development, and variation. The Foundation supports research that demonstrates a clear link to anthropological theory and debates, and promises to make a solid contribution to advancing these ideas. There is no preference for any methodology, research location, or subfield. The Foundation particularly welcomes proposals that employ a comparative perspective, can generate innovative approaches or ideas, and/or integrate two or more subfields. FUNDING: Post-Ph.D. Research Grants provide a maximum of US $20,000.

Web page: http://wennergren.org/programs/post-phd-research-grants
E-mail: inquiries@wennergren.org
Write: The Wenner-Gren Foundation for Anthropological Research, Inc.; 470 Park Avenue South, 8th Floor; New York, NY 10016-6819
Phone: 212/683-5000

NIH National Institutes of Health

Academic Research Enhancement Awards [AREA]

Deadline(s): OCT25 FEB25 JUN25

The AREA program supports small-scale research projects in the biomedical and behavioral sciences conducted by faculty and students at educational institutions that have not been major recipients of NIH research grant funds.

ELIGIBILITY: There are two levels of eligibility for AREA grants: the eligibility of the institution and the eligibility of the principal investigator (PI). Institutional Eligibility: (a) Only domestic institutions of higher education are eligible. (b) The institution must offer baccalaureate or advanced degrees in the health-related sciences. (c) The institution may not receive more than $6 million per year in NIH support in each of 4 of the last 7 years. Principal Investigator Eligibility: (a) The PI must have a primary faculty appointment at an AREA-eligible institution. (b) The PI may not be the PI of an active NIH grant at the time of an AREA award. (c) The PI may not be awarded more than one AREA grant at a time. FUNDING: Project period is limited to 3 years. Direct costs are limited to $300,000 over the entire project period.

Web page: http://grants.nih.gov/grants/funding/area.htm
E-mail: R151@mail.nih.gov
Phone: 301/435-0714
Research Grant Crossword #1

Across
1. acronym for the body responsible for review and approval of animal subjects in research
3. tangible property having a useful life of more than one year and per-unit acquisition cost which equals or exceeds a capitalization level set by the sponsor
5. primary person responsible for the preparation, conduct, and administration of a research grant, contract, training grant, or other sponsored project in compliance with applicable laws, regulations, and institutional policies (or an irrational number with a decimal representation never ends and never settles into a permanent repeating pattern)
11. a legal document, written under the authority of, and consistent with the terms and conditions of an award, that transfers a portion of the research funds and effort to another institution
12. the legal and fiscal entity that provides cost-accounting and post-administration for CUNY
14. abbreviation for an announcement that specifies a topic of research, methods to be used, product to be delivered, and/or appropriate applicants sought
16. conformity in fulfilling the official requirements and terms of a grant or contract
17. the sum total of work done to achieve a particular end
Down
2. an individual, not employed by or directed by the grantee institution, who performs specific services for compensation on an independent basis
4. a payment made to an individual under a fellowship or training grant in accordance with pre-established levels to provide for the individual’s living expenses during the period of training
6. acronym for the body that oversees protocols for human subjects research
7. abbreviation for a legal document defining the conditions under which research information and/or materials may be shared with another institution (or, the organization responsible for the NYC subway)
8. an additional period of time beyond the original end date
9. costs not directly attributable to a project (e.g. the lights above you)
10. funds set aside and committed for use that will become expenditures when goods and/or services are received
13. a systematic method of collecting, analyzing and using information to answer questions about projects, programs, or policies, especially to determine their effectiveness
15. an official inspection of an individual's or organization’s accounts, typically by an independent body
16. funds provided by, or expenses shared by an outside party for expenses beyond the awarded funds
18. the portal that the National Science Foundation maintains for grants management (or as the song says “Life in the _____, surely make you lose your mind.”)

RESOURCES for FUNDING INFORMATION

COS PIVOT – COS Pivot is a database of funding opportunities in all disciplines for research, programs, creative activities, outreach, study and other scholarly activities. Some of Pivot's features include the ability to connect funding opportunities with research expertise both within and outside the institution as well as providing enhanced tracking, monitoring and update ability for saved searches. This service is free to CUNY faculty and staff whenever they are connected to a CUNY computer. If you haven’t done so yet, register for a COS Account, create or claim your profile and start the search engine for funding today. Go to: https://pivot.cos.com/register

THE GRANT ADVISOR

The Grant Advisor is a newsletter and database that ORSP subscribes to and that all of Queens College can utilize for free as long as you connected to the Internet at Queens College. This newsletter is especially helpful to look at upcoming deadlines for both private and federal grant opportunities. The newsletter also has helpful tips for grant seekers. If you need to use this service at home, please email Regina Caulfield for password access.

We encourage all faculty to come say hello, chat with us about your work and funding needs. Stop by our new old digs in Kiely Hall, Room 306. Wishing everyone a successful Fall Semester!