PSC CUNY Research Award Program

—

Aleks Cataruzolo - Program Administrator

Margie Louie – Assistant Program Administrator

Marek Bugaj- Senior Program Assistant

About PSC CUNY Research Awards

– Created and funded by the Collective Bargaining Agreement between the City University of New York and the Professional Staff Congress/CUNY.

– Awards are distributed by the University Committee on Research Awards, a faculty committee, and administered by the Research Foundation of CUNY.

Eligibility

- Full-time, permanent, CUNY Employee
  - Visiting professors and adjuncts are ineligible
  - HEO's and CLT's are eligible, but cannot receive Summer Salary or Release Time.
- Faculty are not eligible to apply for or receive a Traditional A or B Award for any year in which they have or will receive external grant funding of $100,000 or more in direct costs.
- Faculty members on sabbatical or scholar incentive leave may apply for and receive awards.
  - Instructional staff members on other leaves may apply, but must have returned to work and be back on full-time University payroll to access a PSC-CUNY award.
- Tenured faculty may not receive more than two PSC-CUNY awards during a consecutive three-year period, only one of which may be an Enhanced Award.

Eligibility of Proposal

– 18 panels that cover over 40 disciplines

– The following activities will not be funded:

– 1) those that support fulfillment of degree requirements

– 2) the writing of textbooks

– 3) the development of a curriculum for specific courses or programs

Anthropology; Classics; Philosophy;Linguistics	English & Creative Writing
Art History; Visual Arts; Communication Arts & Sciences	Health Sciences; Health & Human Services; Speech & Hearing
	History
Biology and Earth Sciences	Interdisciplinary
Business Administration	Law & Criminal Justice, Sociology, and Urban Studies
Chemistry and Biochemistry	
Comparative Literature & Modern Languages	Mathematics
	Performing Arts
Computer Science & Library	Physics & Engineering
Economics & Political Science	Psychology & Physiological Psychology
Education	

PSC CUNY Cycle 51 Grants

– Traditional A, Traditional B & Enhanced

– Grants Proposal System system opened Sept. 5th and closes Dec. 15, 2019

– Duration of 1 year with eligibility for 6-month extension

   – Cycle 51 Grants begin July 1, 2020-June 30, 2021.

   – Expenses or travel that falls outside of these dates are ineligible for reimbursement

– Individuals may apply to only one of the three types of awards in any given year, as a Principal-Investigator (PI) or Co-PI.

   – ***Note: Co-PI's are ineligible for summer salary or release time.**

– All grant applications are filled out and submitted through the Grants Proposal System online

   – The GPS login credentials are self created

Traditional A

- Up to $3,500

- Highest volume of funding

- Project Description

  - 3 Pages (including tables and references)

  - single or double-spaced

  - one-inch margins

  - 10-12 point font

  - Microsoft Word document or an Adobe Acrobat PDF file.

- Reviewed by 2 internal reviewers within the panel the application is submitted.

Traditional B

- More than $3,600 and up to $6,000

- Project Description

  - 5 Pages (including tables and references)

  - single or double-spaced

  - one-inch margins

  - 10-12 point font

  - Microsoft Word document or an Adobe Acrobat PDF file.

- Reviewed by 2 internal reviewers within the panel the application is submitted.

Enhanced

- more than $6,500 and up to $12,000
- 40-50 awards per cycle
- Project Description
    - 5 Pages (including tables and references)
    - single or double-spaced
    - one-inch margins
    - 10-12 point font
    - Microsoft Word document or an Adobe Acrobat PDF file.
- Budget Justification
    - Description of what the funds will be used for
- Reviewed by 2 external reviewers in related field
- Applicable to submit a list of objectionable reviewers

Evaluation Criteria

- Scholarly/creative merit

- Ability of the applicant to perform the proposed work successfully

- Potential for external funding

- original contribution to its field or will attain national or international recognition.

- Appropriateness of the budget proposals.

  - Budget modifications will not be made, successful applications will be funded in full.

- Does the proposal clearly state its goal or the hypothesis it will test?
- Does the proposal include a well-conceived research or creative design that demonstrates promise for successful execution?
- Does the completed project have the potential to make an original contribution to its field?
- Does the proposal explicitly state expected outcomes? (Examples of tangible outcomes include: data collected, scientific papers accepted or completed, scholarly articles or chapters in books; examples of potential outcomes include contributions to the discipline, institutional strengthening, and proposals for external funding.)
- Does the proposal state the significance of the project by relating its specific goals to long-term objectives?
- Does the proposal include evidence of past and ongoing scholarly or creative productivity or promise?
- For research projects in the natural sciences, social sciences and humanities—does the proposal demonstrate familiarity with the scholarship in the field and identify gaps in the literature?
- For research projects on curriculum development, improvement in teaching or the relation between technical and liberal arts education—does the proposal demonstrate familiarity with the relevant scholarship on pedagogy, curriculum and education?
- For creative projects—does the proposal demonstrate familiarity with the creative field and indicate how the project would advance or contribute to the field?
- Is the budget complete and accurate, appropriate for the project, and does it include sufficient detail to justify the need for and cost of each item?
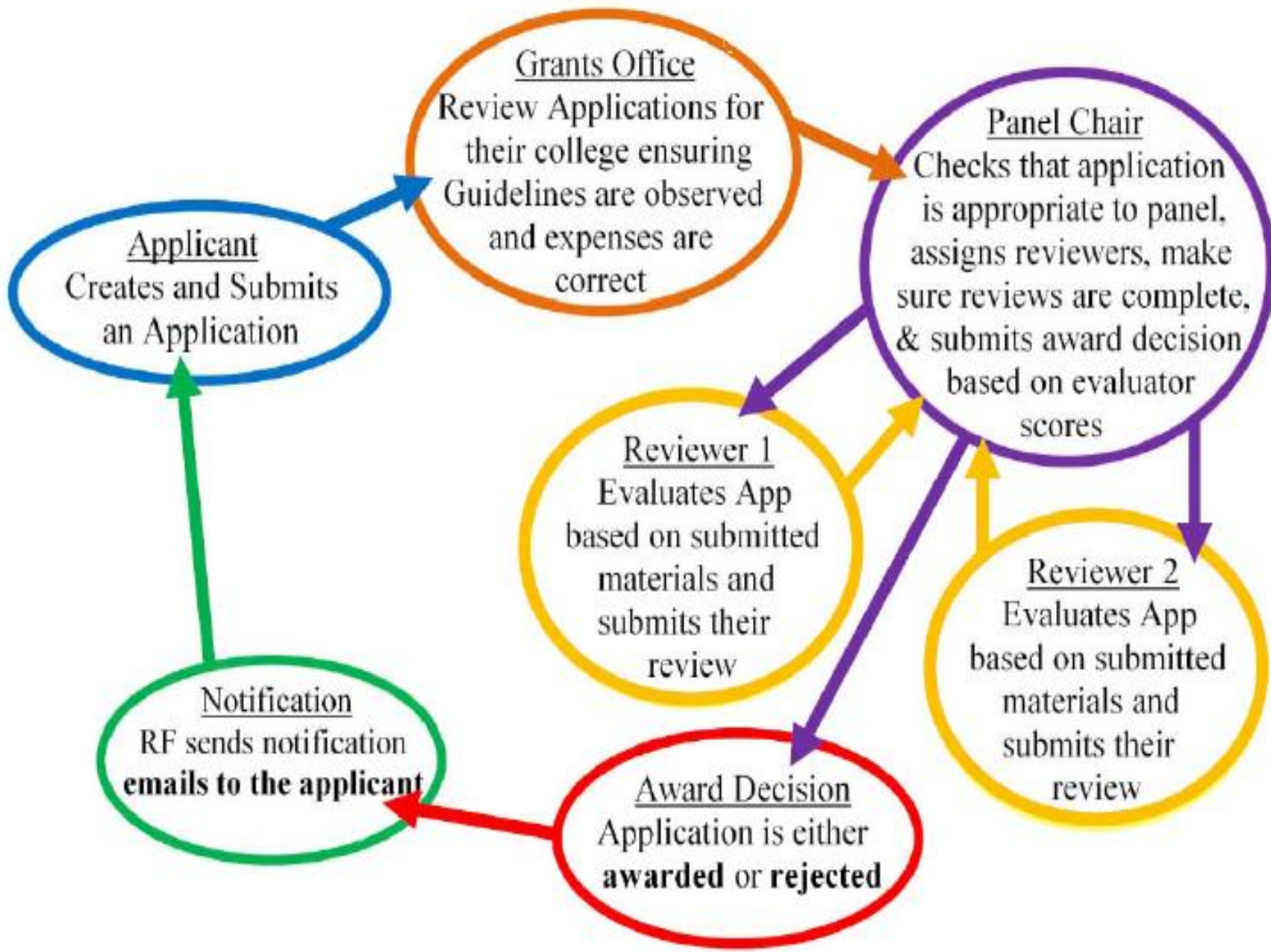
Review Panel Designations

PIs must choose one discipline-based Review Panel to submit his/her application

Traditional A and B applications are subject to review only by the discipline-based Review Panel.

Enhanced Award applications will receive two expert reviews, with the final selection to be made by the University Committee on Research Awards (UCRA), which is comprised of the Review Panel Chairs.

IRB and IACUC Approval

– Human and Animal Subject use must be indicated on the application form

– Related IRB or IACUC expenses must be made during the current grant period and the active IRB/IACUC approval period.

– Please contact your grants office for contact information in regard to the IRB personnel at your campus

Budget Categories

- Research Staff
- Clerical Staff
- Summer Salary
- Release Time
- Office supplies
- Research Supplies
- Travel – Domestic & Foreign
- Independent Contractors
- Subject Payments
- Laboratory Fees
- Equipment
- Publication Costs

- Ineligible expenses
  - eReaders/Kindles
  - Furniture (equipment)
  - Stipends and tuition
  - P-cards
  - Journal Subscriptions
  - Internet Service
  - Memberships in professional organizations
  - Any item/service that serves an ongoing need
  - Renovations

	Description	Requested Amount	Addl. Calculations	Total Amount	
Add Item	Summer Salary	-	-	-	5423
Add Item	Released Time	-	-	-	5800
Add Item	General Office Supplies/Xeroxing	-	-	-	6200
Add Item	Research Supplies	-	-	-	6220
Add Item	Domestic Travel	-	-	-	6910
Add Item	Foreign Travel	-	-	-	6920
Add Item	Independent Contractors	-	-	-	7010
Add Item	Subject Payments	-	-	-	7020
Add Item	Laboratory Fees	-	-	-	7030
Add Item	Equipment	-	-	-	7910
Add Item	Manuscript Preparation/ Publication Costs	-	-	-	8040
Add Item	Research Staff	-	-	-	5410
Add Item	Clerical Staff	-	-	-	5416
	Totals	**$0.00**	**$0.00**	**$0.00**	

VIEW ABSTRACT   SAVE   SUBMIT   CLOSE

SAVE   PREVIOUS   NEXT

Summer Salary

Instructions	Summer salary may be budgeted to compensate Principal Investigators for time spent during the summer months conducting research or engaging in scholarly or creative activity. The investigator is not eligible for summer salary during any month in which he/she is teaching classes. Principal Investigators who are paid on a 12-month basis are not eligible to receive summer salary.

A maximum of $3,500 ($2,734 before Fringe for Traditional A) may be awarded per grant. However, the applicant's gross academic year salary plus summer salary may not exceed the top salary of the associate professor scale, not including longevity steps, of the PSC-CUNY contract in effect at the time of the application ($106,700.00 for the 2017-18 academic year). Calculations should be based on salary levels as of January 1, 2018, for the summer of 2018, with the exception of faculty on sabbatical.

Faculty on sabbatical or scholar incentive leave may be awarded summer salary support to conduct research or creative projects during either calendar year that falls within the award period.

Normally, summer salary is awarded for the first summer of the award period. Faculty on leave may conduct their research or creative projects during the first summer of the award period or the following summer, if they are deemed eligible for the summer salary in the second calendar year. |
| Acceptable range | from $0.00 to $3,500.00 |
| Type in the requested amount $ | 0 |
| Additional Calculations | Automatic Additional Calculations

Description   Fringe Benefit Expense

Additional Calculation   **28.00%** of the amount requested will be added.

Additional Amount is   **$ 0.00** |
| Additional Calculations Two | There a no additional calculations for this budget item. |
| Justification Comments | |

Save Budget Item   Reset Budget Item

SAVE   PREVIOUS   NEXT

Summer Salary

- A maximum of **$3,500** may be awarded per grant.

    - Subject to 26.7% rate fringe benefits

    - Gross academic year salary plus summer salary may not exceed the top salary of the associate professor scale (**$106,700.00** for the academic year).

- The investigator is not eligible for summer salary during any month in which he/she is teaching classes and applying 100% effort.

- Principal Investigators who are paid on a 12-month basis are not eligible to receive summer salary.

    - HEO's, CLT's ineligible for summer salary

- Co-PI's are ineligible for Summer Salary

- Summer salary is awarded for the first summer of the award period.

Release Time

- Fixed amount of $4,530.00 for three credits of released time

    - $3,000 for salary and 51.0% fringe benefits

- Traditional A grants are ineligible for release time

- Must be approved by Provost/Dean/Department Chair prior to proposal submission.

- Explanation is required for released time in the budget justification.

- Instructional staff in non-faculty titles are not eligible for released time.

- Co-PI's ineligible for Release Time

Travel – Domestic & Foreign

– Proposed travel requires a detailed justification including:

– an itinerary with proposed dates

– the duration at each location

– transportation costs

– estimated per diem expenses

– other anticipated travel-related expenses

– Foreign travel must demonstrate that collections and/or resources are not available in the United States.

– Travel for assistants must be specified and justified.

– Purchase travel items awarded in the approved budget as of 5/1/2020, however **actual travel must occur within the budget period** (7/1/2020- 6/30/2021).

Q&A

- Aleks Cataruzolo, Program Administrator-PSC CUNY
  - Email: Acata@rfcuny.org
  - Phone: 212.417.8464

- Margie Louie, Assistant Program Administrator
  - Email: Margie_Louie@rfcuny.org
  - Phone: 212.417.8474

- Marek Bugaj, Senior Program Assistant
  - Email: Marek_Bugaj@rfcuny.org
  - Phone: 212.417.8475

- Research Foundation Website
  - Rfcuny.org

- Grants Proposal System
  - rfcuny.org/gp/welcome.aspx