

**UCRA VICE-CHAIR'S REPORT
EXECUTIVE COMMITTEE
OF THE UCRA
SUMMARY
PSC-CUNY 34
2002-2003**

Increase to Program Funds

The budget office at CUNY confirmed the increase to the PSC-CUNY Research Award Program approved in the last PSC-CUNY contract. The increase is 4% for PSC-CUNY 33 and another 4% compounded for PSC-CUNY 34. Since both PSC-CUNY 33 and 34 funds have been allocated at \$3,059,347 the Committee agreed that the additional \$249,643 in funds be applied equally to both the PSC-CUNY 35 and 36 competitions. They also made the provision that they could reconsider this decision if additional funds are needed for the reserve account that funds out of cycle applications.

Progress Reports

As a policy, it was reiterated that faculty would not be able appeal the late submission of progress reports. Faculty will receive an e-mail confirmation that their progress report was received.

Release time

It was concluded that before RFCUNY approves a CUNY Staff effort notice the P.I. is contacted to confirm that release time was given.

Publication Extension

The Executive Committee agreed that any three-year extension request for manuscript and publication costs could be approved automatically upon request without their consent.

E-Application

The Program received 139 electronic applications and 700 paper applications for PSC-CUNY 34. The electronic submission process went smoothly with a few problems. The main issue that arose was the premature timing out of applicants. However, this problem appeared to be remedied by the later half of the application submission period.

A few panels also used the e-application for reviewing applications whether they were submitted electronically or not.

GUIDELINE CHANGES

The Executive Committee approved the following changes and clarifications for PSC-CUNY 35 Guidelines. These guidelines will only be available via www.rfcuny.org.

The following changes noted in **bold** were made in addition to cycle number and date changes.

PSC-CUNY Application Procedures

First paragraph:

“All PSC-CUNY applicants are recommended to submit an application via the e-application system. This is the last cycle that paper applications will be accepted.”

(added as the first sentence)

Project proposals should be sent to College grants office...

(changed to)

“All Paper applications should be sent...”

Last paragraph:

After awards are made, the Foundation will send information concerning post-award administration procedures to successful applicants. Both successful and unsuccessful applicants will receive copies of the reviews, but the names of the reviewers will not be identified.

(changed to)

After awards are made both successful and unsuccessful applicants will receive copies of the reviews, but the names of the reviewers will not be identified. Please see Award Expenditures for additional information.

Application Preparation

A complete paper proposal consists of a complete PSC-CUNY 35 Application with a Project description **or an e-application completed online with a project description included as an attachment**. Incomplete applications will be eliminated from the competition.

Co-PI: Please attach another copy of the cover page of the **paper** application with Co-PI information.

Progress Report: Please mark whether your progress report is attached **to the application** or will follow by December 15th. **E-applicants please include progress report as an attachment to their e-application or submit electronically by December 15th. Please label progress report attachment 35 last name progress report. For example Professor Joe Smith's attached progress report for cycle 35 file name should be "35 Smith Progress Report".**

Supplementary Materials: Three identical sets of slides...should be **submitted with an** art or music proposal...on no account should original or unique items be submitted. **If you are submitting an e-application and need to submit non-text materials please send them to PSC-CUNY Research Award Program Research Foundation of CUNY 555 West 57th Street, 11th floor New York, NY 10019.**

Budget Justification: The budget request must be justified on the basis of the project's objectives and anticipated results. The rationale for each budget item must be specified **in space provided. Please list items in order of importance**. Also see Budget Guidelines & Policies for more information.

Project Description: Project descriptions must accompany **all paper applications and be included as an attachment to e-applications**.

Budget Guidelines & Policies

One-Year/Renewal Awards: Although the typical award is considerably less, a maximum of **\$8,000** may be requested.

Two-year awards section deleted from guidelines.

Summer Salary: However, the gross academic year salary plus summer salary may not exceed **\$61,111 which is the top salary figure of assistant professor scale, not including longevity steps of the PSC-CUNY contract enforced at the time of application**.

Added to Research Assistant section from Stipends/Tuition: The PSC-CUNY Research Award Program does not support student stipends or tuition costs for either the principal investigator or any assistant.

Fringe Benefits: Research Assistants working more than 19 hours per week will be charged a fringe benefit rate of **33%**; those working 19 hours or less per week are charged 8%.

Travel: Travel destinations approved in the budget must not be changed **without approval of the UCRA prior to travel.**

PSC-CUNY Background

Fourth Paragraph: Each year, as more of the University's faculty have sought this opportunity to receive support for their scholarly and creative activities, **the Program has become more competitive.** During PSC-CUNY **34**, the UCRA received about **840** PSC-CUNY Regular Competition Awards and almost 100 Out of cycle applications.

Types of Awards

One year Awards: A maximum of **\$8,000** may be requested, inclusive of the Principal Investigator's summer salary and fringe benefits. Most awards are **funded between \$3,000 and \$5,00.**

Renewals: For example, if you received a PSC-CUNY 33 Award you may apply for a renewal of the same project in PSC-CUNY 34. A project awarded a PSC-CUNY 32 regular competition award **cannot be renewed after the 33 cycle; it is a new proposal.**

The Renewal application, with a revised budget and project description, is to be submitted at the **same time** as new proposals are submitted, i.e., on October 15th. Revised Project Descriptions should indicate what you intend to accomplish in the coming year. **Progress** Reports should be attached to application or follow by December 15th.

Emergency Awards: Extraordinary events may require immediate support for research or creative activity. The UCRA will consider applications outside the normal funding cycle only if unusual circumstances would jeopardize the research, should it be required to wait for the next funding cycle. Contact the Program Administrator at the Research Foundation for further information.

Applicant must demonstrate that in no way could the proposal have been submitted in the regular competition.

Evaluation Criteria

Please note, however, to be eligible for funding, faculty who have received four PSC-CUNY Awards, since 1997 must produce publications/creative works acknowledging the PSC-CUNY awards and evidence that **they have sought or are seeking** funding from external agencies. Applicants need not **submit the publications/creative works and grant applications themselves**, but they must be prepared to produce upon request.

The Review Process: Applicants may include **three** names and addresses of competent reviewers on the application form and must state any relevant personal or professional relationship between them. The panels are not required to use them, but may use only one. If no relationship is stated, reviewer will not be used.

Reports

Progress Reports for Renewal Applicants: **Progress Reports are required for renewal applicants only. The progress report must be submitted to Research Foundation of CUNY by December 15th. If Progress reports are not received by this date, the application will not be funded. Progress reports must be no longer than five pages, single or double spaced, with one-inch margins, using a 10-12 point type/font and should indicate what has been accomplished thus far.**

Please do one of the following:

- 1. Attach progress report to your paper application or e-application submitted by October 15th .**

or
- 2. E-mail your progress report as an attachment to psc_cuny@rfcuny.org by December 15th. We will confirm receipt of your report.**

Please label progress report attachment 35 last name progress report. For example Professor Joe Smith's attached progress report for cycle 35 file name should be "35 Smith Progress Report".

Budget Guidelines & Policies

Release Time Salary:

A fixed amount of \$3,840 may be requested for release time, \$3,000 for salary and 28% fringe benefits, provided that the College Administrator agrees in advance to the release time. **An explanation for the need for release time must be included in the budget justification.**

Supplies and Materials:

Give details of the supplies specifically required for the project. Note that funds may be requested for books, publications, or conference proceedings specifically relevant to the funded research if they are not available in libraries or are required for longer periods than the short-term loan libraries can provide. These purchases must be carefully justified, including specific titles. Funding may not be requested **for journal subscriptions**, internet service, memberships in professional organizations and anything that serves an on-going need.

The proposed changes to the application form was approved. Only the cover Page should indicate that all panels will be accepting e-applications.

No changes were made to the final report form or the evaluation form.

Changes reflecting the program not allowing two-year awards were made to the progress report form. The form states for Renewal Applicants only and does not warrant the signature of the UCRA member.

Vice-Chair Summary Report

The Executive Committee agreed to have this report made public and available to faculty online along with award information.