

**UCRA VICE-CHAIR'S REPORT
EXECUTIVE COMMITTEE
OF THE UCRA
SUMMARY
PSC-CUNY 35
2003-2004**

E-applications

The Program received 600 e-application submissions, and 259 paper applications for PSC-CUNY 35. In addition, 190 out of cycle applications were received for a grand total of 1,049 applications. This will be the last year for paper application submission all PSC-CUNY 36 and out-of-cycle applications must be submitted online. A MS word version of the application form will be made available to the grants office as a precaution if needed. The Executive Committee of the UCRA has approved a list of enhancements to be made to the e-application system. These upgrades should be available in the new application system currently under development at RFCUNY to be available for PSC-CUNY 36 regular and out of cycle applications.

E-Presentations with UCRA member

The Executive Committee received a letter from a faculty member inquiring about becoming more involved in the assisting faculty in grant writing. There are some efforts at some campus' but not CUNY-wide. The committee agreed that if the grant office requests a presentation of the e-application a UCRA member should attend and offer advice on grant writing.

Out of cycle applications

The number of out-of-cycle applications increased from 103 submissions last year to 191 applications. Due to the larger number of applications they were processed differently. A deadline of March 1st for reviews was given to the UCRA and the Executive Committee did not handle the applications individually at their meetings. Based on the available amount of reserve funds, they allowed \$4325 per application. Awards were either decided by the division chair and vice-chair or based award budgets upon the panel liaison's recommendation. All out-of-cycle awards were approved by the Executive Committee at their May 7th meeting for awards to begin May 1st.

Summary of changes to the PSC-CUNY Guidelines

(Additions in bold)

Release time

The Executive Committee agreed that we should only support three credits of release time. The guidelines were adjusted to state that only three credits may be requested at the rate of \$3,840 by Selecting release time on the e-application budget.

Award Amount Requested

The Executive agreed to lower the amount requested for awards to \$6,000.

Eligibility

An individual may not submit more than one application in any one PSC-CUNY Award Competition **as a Principal Investigator (PI) or Co-PI.**

Budget section

Under Summer salary

Principal investigators may apply for a maximum of \$3,000 **(\$1,500 each for summer months)**

Under Release time

A fixed amount of \$3,840 may be requested for **three-credits of** 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. **You can request release time on the e-application by just checking the box to the left of release time on the budget page. The amount is automatically \$3,840.**

Under Clerical Assistant

Only clerical assistance directly required for the work of the project should be requested in the proposed budget as a research assistant. An explanation should be detailed in the budget justification section.

Fringe benefit rates

Rate changes are part time assistant fringe benefits rate is 9% and Full time assistant fringe benefits rate is 33.5 %.

Duplication

Limited funds will be allowed for photocopies, microfilms, etc. of materials not easily obtainable or readily available. **Funds for duplication should be requested under Expendable, supplies and materials budget category.**

Award Expenditures

Equipment

Equipment, **any single item over \$1,000** must be an approved budget item on your grant. Requests for budget reallocation for equipment cannot be made after purchase. Please be sure that your grant has adequate funds before purchase. **Also remember that equipment purchased from PSC-CUNY funds remain the property of CUNY, so check with your campus grants office before ordering equipment for specific college policies.**

Approved equipment may be purchased either directly by the Principal Investigator (PI) or ordered by the PI with a Small order form. We will not encumber funds for equipment purchases under \$5,000. If purchased by the PI, he/she should not pay tax because RF is tax exempt. RFCUNY will not reimburse for sales tax. After the equipment is received a signed payment request, an invoice and proof of purchase must be submitted to RFCUNY for either reimbursement or vendor payment. Payment for equipment must be made from 100% of PSC-CUNY funds or PSC-CUNY funds and another RFCUNY grant(s). The PI cannot use any personal funds for final payment toward equipment.

Award Extension

The PSC-CUNY Regular competition grants award period is for one-year from July 1st to June 30th. A six-month extension until December 31st will be given upon request. Please e-mail your request to psc_cuny@rfcuny.org before June 30th. After this six-month extension is granted, no further extension will be allowed.

Out-of-cycle awards begin either April 1st or May 1st and end June 30th of the following year. A six-month extension until December 31st will also be given upon request. E-mail your request to psc_cuny@rfcuny.org before June 30th. After this six-month extension is granted, no further extension will be allowed.

Final Report

A [final report](#) is required from faculty receiving awards in this competition. All award recipients are required to prepare a one-page final project report citing publications and any external grants submitted or received as a result of their PSC-CUNY Award. No further PSC-CUNY awards will be made to PI unless final report is submitted. **Final report content will be taken into consideration in decisions for future funding.** Final reports are due March 1st following the expiration of the grant.