RESEARCH FOUNDATION CUNY

RESEARCH FOUNDATION
of The City University of New York
230 West 41st Street
New York, NY 10036-7207

GENERAL APPLICATION GUIDELINES

Project Description
A complete proposal consists of a submitted and approved PSC-CUNY online application and includes an attached project description. The Project Description must place the project in the perspective of the discipline and provide a detailed description of the project's method and importance. If pursuit of external grant awards is an anticipated project activity, there must also be significant discussion about the external opportunities being pursued and a feasible roadmap for proposal development/submission. Write the Project Description as a direct response to the Evaluation Criteria in these guidelines (see below).

The Project Description (including tables, literature reviews, references, etc.) is limited to three (3) pages for Track 1 proposals and five (5) pages for Track 2 proposals. The Project Description may be single or double spaced, but formatting must include one-inch margins and a font of 10-12 points. The document must be in Adobe Acrobat PDF format. If the Project Description does not adhere to these requirements, the application will be rejected.

Evaluation Criteria
Disciplinary panels will use the following criteria to consider the scholarly or creative merit of proposals:

- Does the proposal clearly state its aims?
- Does the proposal clearly state its outcomes?
- Does the proposal's aim and outcomes demonstrate scholarly or creative merit?
- Do the proposed activities follow a well-conceived and feasible design?
- Do the proposed activities show potential to attract other grant awards?
- Is the proposed budget accurate, appropriate, and justified?
- (as relevant) Did the immediate prior Research Award achieve its stated aims and outcomes?

Review Panel Designation
All applications must be submitted to one of the 18 discipline-based Review Panels. Each Panel will be composed of a Chair and four or more additional faculty members. Track 1 Award applications are subject to review only by the discipline-based Review Panel to which they are submitted. Track 2 Award applications may 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.

PIs must choose one discipline-based Review Panel to which the PI will submit his/her application; however, UCRA reserves the right to transfer an application to a different Review Panel as it deems appropriate. Applicants should consult with their Grants Officer or the Program Administrator at the Research Foundation if they have questions about the Review Panels.

Co-PIs
Applicants may apply jointly with a Co-Principal Investigator. Co-PIs must create an account through the online application system and complete the My Profile section including identifying their college. PIs may then add a "Co-PI" in the Applicants section of the online application. Co-PIs are not eligible for summer salary or released time, and may not apply for a separate award.

Human and Animal Subjects Research
Applicants who plan to use Human or Animal Subjects in their research must check the applicable boxes on the application form. The program will only accept related project expenditures incurred during the period when the project's IRB / IACUC approval period and budget period overlap. All grant activity involving human or animal subject use (purchases, arrangements, orders, expenses, travel, etc.) must be made during the current grant period and the active IRB/IACUC approval period.

Should Human Subject Use and/or Animal Subject use be applicable to the research, any related expenses which are made outside of the IRB / IACUC approval period will not be covered by the grant and will be the responsibility of the PI.

Supplementary Materials
Supplemental materials, such as portfolio samples, must be included for creative writing proposals and may be submitted for proposals in the creative, visual, and performing arts. Supplemental materials attached to proposals in any other discipline will not be reviewed. If a PI intends to submit supplemental materials, "Supplemental Materials" must be checked in the Grants Proposal system. Materials up to 2MB may be attached.

Publications
Investigators should submit a list of their relevant publications and experience over the past five years. A curriculum vitae should not be attached.

Other Funding
In the Research Awards section, applicants should provide a complete list of awards and grants received over the past five years. These should include past PSC-CUNY Awards, current external grants / awards, external grants / awards resulting from PSC-CUNY funding, and external awards / grants under review or in preparation. Please state the start and end-date, title and funding source, amount and your role on the grant. The PSC-CUNY Research Award Program is not intended to replace external funding for projects; applicants are expected to attempt to secure other sources of support.

Reviewers
Applicants for Track 2 Awards may submit names of people whom they would not recommend as reviewers of their proposals.

Budget Preparation

Budget Justification
Budget requests must be justified on the basis of the project's objectives and anticipated results. The rationale for each budget item must be included in the space provided on the online application. As budget requests are not subject to modification by the Review Panels, the relatedness of the budget justification to the proposal is an important evaluation criterion. Applications that do not appropriately link the proposed work to the funding request will not be approved.

Consult with your grants officer for guidance on all matters of budget preparation.

Supplies and Materials
All items costing $1,000 or less should be budgeted as supplies.

Funds may be requested for relevant books, publications, and conference proceedings required for conducting the funded research. Detailed bibliographic information must be provided in the budget justification.

Limited funds will be allowed for photocopies, microfilms, etc. of materials not easily obtainable or readily available.

Funding may not be requested for journal subscriptions, internet or cellular services, memberships in professional organizations, advertisements, or any item or service that serves an ongoing need. Items purchased for general research use, not specified to the PSC CUNY Award, are not allowed.

Equipment
Equipment purchases should be directly related to the applicant's research project and should not be for the purpose of equipping department laboratories. Only single items costing $1,000 or more should be budgeted as equipment. Equipment requested should be itemized on the budget form and in the budget justification.

When requesting items of equipment costing $2,500 or more, the applicant must list the manufacturer and model number, and clearly explain the need for the particular model in the budget justification.

Applicants whose budgets allocate funds mainly for general-purpose equipment will be given low priority for funding. Costs related to renovations, office furniture, or insurance will not be allowed. Please note that equipment purchased with PSC-CUNY funds remains the property of CUNY.

Individual colleges are expected to provide computer time and facilities to faculty members without charge. If an applicant is unable to use a City University computer facility, and therefore wishes to purchase computer equipment, an explanation of the circumstances is necessary. In general, such requests should be limited to laptop or desktop computer with special capabilities for the project, and should not be made for personal storage devices that serve an ongoing need.

Travel
Proposed travel must be essential to the project and requires a detailed justification including: an itinerary with proposed dates, the duration at each location, transportation costs, estimated per diem expenses, and any other anticipated travel-related expenses. When foreign travel is proposed, the Principal Investigator must demonstrate that collections and/or resources are not available in the United States. Travel for assistants must be specified and justified. Changes in travel plans require prior approval by the Program Administrator.

The applicant is expected to choose the lowest practical fare appropriate to the length of time traveling, and to select economical accommodation wherever possible. Current New York State travel guidelines, described in the General Travel Guidelines (PI login required), are the basis for travel reimbursement. No more than two months' travel (60 days) will be covered.

Note that the per diem allowance covers both meals and lodging and the lodging costs will have to be documented by receipts. The amount requested should be based on the applicant's best estimate of what the true cost will be as inappropriately high requests will not be funded.

For awards beginning July 1st, the Program will allow for the purchase of travel items awarded in the approved budget as of May 1st, however actual travel must occur within the budget period (7/1/20xx- 6/30/20xx).

Publication and Manuscript Preparation Costs
Costs of preparing manuscripts resulting from a PSC-CUNY Award and costs of publishing those manuscripts in journals (e.g., page charges and reprints) may be requested as part of the regular budget request. If funds allocated in this category are not likely to be expended within the grant period, the applicant is eligible to apply, before the grant expires, for one six-month extension of the time period to use the funds awarded.

All publications whose completion was supported by a PSC -CUNY Award must include the following acknowledgement "*Support for this project was provided by a PSC-CUNY Award, jointly funded by The Professional Staff Congress and The City University of New York*."

PI's cannot use PSC CUNY funds to purchase their own intellectual property (e.g. published manuscript) or for indirect compensation. Subcontracts are not allowed on PSC CUNY Awards.

Summer Salary

PIs may request summer salary up to the amount of the Research Award received, subject to fringe benefits and CUNY's Multiple Position policy. Per CUNY Multiple Position policy, PIs subject to Article 14.1 of the collective bargaining agreement may not receive summer salary greater than 3/9 of their gross annual salary, and may not receive compensation in a given month (June, July, August) greater than 1/9 of their gross annual salary. PIs who are not subject to Article 14.1 (summer annual leave) of the PSC-CUNY collective bargaining agreement may not receive more than 1/11 of their gross annual salary. PIs may only receive summer salary once within a rolling three-year period, regardless of Award type. This three-year eligibility period starts in Cycle 57. PIs are not eligible during any month they are teaching full-time. PIs paid on a 12-month basis, HEOs, and CLTs are not eligible. Calculations must be based on salary levels as of January 1 for the following summer. Summer salary is awarded for the first summer of an award period.

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.

Released Time Salary

PIs may apply for Reassigned Time at the "Instructor, Lecturer, Adjunct Lecturer, Adjunct Lecturer (Doctoral Student)" single rate as of December 15 of the submission year in Article 24.6 of the contract. These rates will be:

- For Academic Year 2025-2026: $6,024.60 (3-credit); $7,530.75 (4-credit)
- For Academic Year 2026-2027: $6,986.40 (3-credit); $8,733 (4-credit)
- For Academic Year 2027-2028: $7,100 (3-credit); $9,466.67 (4-credit)

CUNY colleges and schools are not required to accept Reassigned Time at Lecturer Adjunct Replacement cost. Application for and/or receipt of a Research Award does not guarantee a college's approval for Reassigned Time. A Research Award panel recommendation does not guarantee approval by the college for Reassigned Time. PIs are strongly encouraged to obtain prior approval for any Reassigned Time budget request. Release of 4 or more contact/credit hours is limited to Track 2. Starting academic year 2027-2028, all Reassigned Time is limited to Track 2. Reassigned Time must be justified in the budget. Co-PIs and non-faculty titles are ineligible for Reassigned Time.

Research Staff

The award may be used to support Research Assistants and Post-doctoral Assistants. The UCRA defines a Post-doctoral Assistant as someone who has recently received a doctoral degree but has not held a full-time faculty appointment for one academic year or more. Student stipends or tuition costs for either the PI or an assistant are not supported. Principal Investigators should consult with the Program Administrator regarding employment protocols.

Fringe Benefits

Principal Investigators receiving summer salary may be eligible for a contribution to the TIAA annuity program. Eligibility will be determined in accordance with Research Foundation policies. The fringe benefit rate for the Principal Investigator's summer salary is 24.5%. The fringe benefit rate for released time is 51.4%. The fringe benefit rate for Research Assistants working 19 hours or less is 8%. For Research Assistants working over 19 hours per week, the rate is 35%. These rates are subject to change.