PSC CUNY Research Award Program
User Guide
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About PSC CUNY Research Awards

The PSC CUNY Awards has been created and funded by the Collective Bargaining Agreement between the City University of New York and the Professional Staff Congress/CUNY. The awards are distributed by the University Committee on Research Awards, a faculty committee, and administered by the Research Foundation of CUNY.

Applicants that meet the eligibility criteria may apply to only one of the three types of awards Traditional A, Traditional B, and Enhanced in any award cycle, as described on page 3.

All applications must be created and submitted electronically using the PSC CUNY Grants Proposal System.

Information which is entered into the MY Profile and the Application sections will be used to generate your application in HTML format. Once these sections are completed the information will automatically populate the Award Application page.

This manual will help guide you through the process and provide relevant information pertaining to the awards.

Eligibility of Proposal

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

PSC CUNY Cycle Grants
- Traditional A, Traditional B & Enhanced
- Duration of 1 year with eligibility for 6-month extension
- Expenses or travel that falls outside of the given 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
  **Please 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 Grants Proposal System 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
  - Adobe Acrobat PDF (Microsoft Word Docs are not allowed)
- 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
  - Adobe Acrobat PDF (Microsoft Word Docs are not allowed)
- 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
  - Adobe Acrobat PDF (Microsoft Word Docs are not allowed)
- Budget Justification
  - Description of expenses and how the funds will be used
- 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
Keep in Mind

- Does the proposal clearly state its goal or 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 of chapters in books; examples of potential outcome 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 the 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 project – 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.

**Applicant**
Creates and Submits application

**Notification**
RF sends notification to applicant by email

**Grants Office**
Review application for their college ensuring guidelines were followed and expenses are correct

**Panel Chair**
Checks that application is appropriate, assigns reviewers, makes sure reviews are complete, and submits award decision, based on evaluator scores, to the Research Foundation

**Reviewer 1&2**
Evaluates Application based on submitted materials and submits their review back to Panel Chair

**Decision**
Application is either awarded or rejected

**Applicant**
Creates and Submits application
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 regarding 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 and Cellular Service
  - Advertisements
  - Insurance
  - Memberships in professional organizations
  - Any item/service that serves an ongoing need
  - Subcontracts
  - Renovations
  - Indirect compensation to the Principal Investigator
**Summer Salary**
- A maximum of $3,500 may be awarded per grant.
- Subject to fringe benefits.
- Gross academic year salary plus summer salary may not exceed the top salary of the associate professor scale.
- 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**
- $3,000 for salary and fringe benefits.
- Individual CUNY institutions are responsible for establishing a policy that is consistent with budgetary and faculty arrangements.
- Traditional A grants are ineligible for Release Time.
- Must be approved by Department Chair for eligible use.
- Explanation is required for Released Time in the budget justification.
- Instructional staff in non-faculty titles are not eligible for Release Time.
- Co-PI’s are 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, however actual travel must occur within the fiscal budget period.
Starting the Application

Accessing the System

We begin with logging in with your **Username and Password** at [www.rfcuny.org](http://www.rfcuny.org), then hover over **Electronic Tools**, a drop-down menu will appear. Scroll down and click on **PSC CUNY Grants Proposal**. Figure 2 on page 9 will appear.
Screen Details

The Home page consists of a Sign-In section, Create an Account, and Have a Password E-mailed to you.

If you have an account, sign-in with your User ID and Password ①. If you have forgotten your password and need to reset it, click on Have a Password E-mailed to you ②. An email will be sent with instructions.

If you do not have an account, click on Create an Account ③. A window will open asking you to create an account as seen in figure 3 on page 10.

General News ④ consist of information that is relevant to subject matter. Related Links ⑤
Create an Account

Enter your User ID ①, create a password ② then confirm your password on the following line. Then enter your First and Last name then an email ③. Click Create Account ④.

A Continue button ⑤ will appear, once you click on the button, it will bring you to the PSC CUNY Grants Proposal home page as seen in figure 5 on page 11.
The home page will give you access to view and update your **Profile information**, view your **Application**, and **Tasks**. The **Alerts** section will list important information and pending. Below in figures 6 and 7 are examples.

**Alerts Example**

In the Alerts section when you click on the link **Click here**, it will open a **Saved Applications** window to display all three pending **Applications** listed. **Titles**, and **Status**. You can them move forward with your next step in submitting them.
Profile Information

Within the Profile section you can update your **Contact information** 🔄 and add a **Profile photo** 🔄 by clicking on the **Choose File** button 🔄 then clicking on **Attach Image** button 🔄 to upload. Your photo will appear in the My Photo area.

To move forward click the **Save Profile** button 🔄 and red text will appear “**user successful updated**” 🔄. Then click **Next** 🔄 this will bring you to the **Academic Information** 🔄 section.

**Please Note:** The photo cannot exceed over 32 KB and the formats accepted are GIFs and JPEGs.
Academic Information

The **White High-Lighted** tab indicates the section you are in. The **Tips** area provide important information in each section. In the drop-down menu choose your **Institution**.

If you are **Tenure**, click the box. Then choose your **Rank** with the drop-down menu.

In the **Education** section, once you click on **Add New**, four entry boxes will appear to fill in. Upon completion, click **Save Entry** button. Next, click the **Save Profile** button and red text will appear stating "**user successfully updated**". Click **Next**, this will bring you to the Publications section.

![Image of academic information input screen]

*Figure 9*
Publications

In this Section ❶, list all relevant works that resulted from PSC-CUNY funding experience over the past five years. Clearly state in parenthesis (Resulted from PSC-CUNY funding) whenever appropriate. After completion, click Save Profile ❷ and a red text will appear stating “user successfully updated” ❸. Then click Next ❹, this will bring you to the Research Awards section.

Figure 10
**Research Awards**

In the Research Award section list your recent research award up to last 5 years. Click on the **Add New** link and this will open the slots under each category to input the information with the choice to **Save Entry** or **Cancel**. Next, click the **Save Profile** button and a red text will appear stating “user successfully updated”. Then click **Next**, this will bring you to the Research Awards section.
**My Documents**

This section will allow you to upload and store all required documents for future submission of your application. The first step is to click **Choose File** ①, search your computer for the file and lick on it to **highlight** ②. Then click **Open** ③, this will attach your document. You will see the document name on the right side of the **Choose File** button ④.

Then click on **Attach File** ⑤. You will be able to see how much saving space your documents have taken up ⑥. By clicking on the **Public** box ⑦, the documents may be viewed by the entire user community with the Grant Proposal System. Private documents are only visible to the owner. All documents can be edited and deleted by the owner.

**Please Note:** The limit amount of saved document storage is 2MB.

Once all documents have been uploaded, click **Next** ⑧.

Figure 12

Figure 13
Security

This section will allow you to change your password. First type in your New Password ①, then re-type in the Confirm Password ② section and click on Save ③. If you wish to make your profile searchable, click the Make My Profile Searchable box ④ then Save profile.

Please Note: A searchable profile is public, otherwise it is private and unavailable to the public for viewing.
Applications

The Applications section will allow you to create, edit, and view the status of your applications. Remember, you can use this system to apply to multiple programs. Every program is governed by its own rules and regulations.

The first step is to choose the PSC CUNY Award by clicking on the drop-down arrow. Your choices are Enhanced, Traditional A, and Traditional B.

Please Note: Make sure to double check and calculate any additional fringe benefits and double check the amount you are allocated.

Once you are in the system, meaning you have chosen one of the awards and started the process, if you discover your request is more or less funds, you will not be able to adjust the level of grant you are applying for. You will need to start the application process over.

For the purpose of this demonstration, we will be choosing Traditional A, then press the Continue button.

Figure 15

Figure 16
Applications

This section will provide information about the PSC CUNY Award Program, once you have selected the appropriate award type, you will arrive at the Applications tab containing further details about the award.

The About tab allows you to view a general-purpose statement for the PSC CUNY Research Award Program. The Details tab displays a breakdown of the budget's limitation and participating institutions (see figure 18 on page 20 for details). The Program Administration tab will provide the contact information for the administrators of the PSC CUNY Research Award Program (see figure 19 on page 21 for details).

When you have finished reviewing the materials and are ready to begin the application process, click on Create New then click on the Create Application button. This will bring you to the Application page.

Please Note: If need to create a new application from a Previous Application, click on the Create from Previous Application, then choose the previous application from the drop-down menu.
Details Tab

<table>
<thead>
<tr>
<th>Score</th>
<th>Budget</th>
<th>Min Requested Amount</th>
<th>Max Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Ex)</td>
<td>Clerical Staff</td>
<td>$0.00</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>2 (VG)</td>
<td>General Office Supplies/Equipment</td>
<td>$0.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>3 (G)</td>
<td>Research Staff</td>
<td>$0.00</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>4 (F)</td>
<td>Summer Salary (Principal Investigator)</td>
<td>$0.00</td>
<td>$2,749.00</td>
</tr>
<tr>
<td>5 (P)</td>
<td>Manuscript Preparation/Publication Costs</td>
<td>$0.00</td>
<td>$3,800.00</td>
</tr>
<tr>
<td></td>
<td>Research Supplies</td>
<td>$0.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td></td>
<td>Domestic Travel</td>
<td>$2.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td></td>
<td>Foreign Travel</td>
<td>$0.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td></td>
<td>Subject Allowances</td>
<td>$0.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td>$12,000.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td></td>
<td>Independent Contractors</td>
<td>$0.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td></td>
<td>Laboratory Fees</td>
<td>$2.00</td>
<td>$3,800.00</td>
</tr>
</tbody>
</table>

Total Maximum Requested Amount: $3,600.00

Participating institutions:
- BARUCH COLLEGE
- BROOKLYN COLLEGE
- BOROUGH OF MANHATTAN C. C.
- BRONX C. C.
- CITY COLLEGE
- CUNY GRADUATE SCHOOL OF JOURNALISM
- GRADUATE SCHOOL
- HUNTER COLLEGE
- HOSTOS C.C.
- JOHN JAY COLLEGE OF CRIMINAL JUSTICE
- KINGSBOROUGH C.C.
- LA GUARDIA C. C.
- LEHMAN COLLEGE
- MEDGAN EVERS COLLEGE
- STELLENBOSCH UNIVERSITY C. C.
- NEW YORK COLLEGE OF TECHNOLOGY
- CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
- CUNY SCHOOL OF PROFESSIONAL STUDIES
- QUEENSBOURGH C.C.
- QUEENS COLLEGE
- CUNY LAW SCHOOL - QUEENS COLLEGE
- CUNY-ADVANCED SCIENCE RESEARCH CENTER
- RESEARCH FOUNDATION OF CUNY
- COLLEGE OF STATEN ISLAND
- OFFICE OF ACADEMIC AFFAIRS
- YORK COLLEGE

Figure 18
Program Administrators Tab

The figure below is an example of the information provided. Employee names and information will change over time.

<table>
<thead>
<tr>
<th>Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexis Davis</td>
<td></td>
</tr>
<tr>
<td>Phone 1:</td>
<td></td>
</tr>
<tr>
<td>Phone 2:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistant Program Administrator</td>
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<tr>
<td></td>
<td>Research Foundation of CUNY</td>
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<tr>
<td></td>
<td>NY</td>
</tr>
<tr>
<td>Phone 1:</td>
<td>212-417-8474</td>
</tr>
<tr>
<td>Phone 2:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td>212-417-6474</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Margie_Louie@rfcunyo.org">Margie_Louie@rfcunyo.org</a></td>
</tr>
<tr>
<td>Anna Shchupak</td>
<td></td>
</tr>
<tr>
<td>Phone 1:</td>
<td></td>
</tr>
<tr>
<td>Phone 2:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Daphne Karawita</td>
<td></td>
</tr>
<tr>
<td>Phone 1:</td>
<td></td>
</tr>
<tr>
<td>Phone 2:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Nicholas Jones</td>
<td></td>
</tr>
<tr>
<td>Phone 1:</td>
<td></td>
</tr>
<tr>
<td>Phone 2:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Kies Cabej</td>
<td></td>
</tr>
<tr>
<td>Phone 1:</td>
<td></td>
</tr>
<tr>
<td>Phone 2:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Paul Cole</td>
<td></td>
</tr>
<tr>
<td>Phone 1:</td>
<td></td>
</tr>
<tr>
<td>Phone 2:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Levon Volpe</td>
<td></td>
</tr>
<tr>
<td>Phone 1:</td>
<td></td>
</tr>
<tr>
<td>Phone 2:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Yong Hwang</td>
<td></td>
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<tr>
<td>Phone 2:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

Create New

You currently do not have any previously submitted applications

CREATE APPLICATION
Creating an Application

The first step is to fill in the Title. Next, click on the drop-down arrow and choose the correct Panel you are applying. Then click on the drop-down menu to choose Discipline which is related to the Panel chosen. The next step is to fill in the Brief Abstract section. This will give the Reviewers and Panel chair an idea of what your application is going to be asking for. You then have two straight forward questions. If you have Supplementary Materials to add, click on the drop-down menu and choose how you are proving the RF with the materials. Then provide a List of the Supplementary Materials.

Answer whether Interviews will be conducted the choose the Department from the drop-down menu. Finally, click Save.

![Figure 20](image-url)
After saving the Application, the system will generate an Application number so you can refer to when needed. Click on Continue, this will take you back to the main application screen as show in figure 20 on page 22. Then click Next to move into the next step.

Adding a Co-PI

Please Note: Co-PI’s are ineligible for budgets such as Summer Salary and Release Time. Make sure whoever is asking for Release Time is creating the application. Once your Co-PI has created their own account, you can add them into the application.

First click on Add Co-PI, a slot will appear so you can enter their User ID. Then click on the Save Entry link. Figure 23 on page 24 will appear.
Upon successfully entering the Co-PI, you be able to view their name in the User ID section 1. To View Details of your profile and your Co-PI, click on the View Details link 2. The following tabs 3 will appear for you to review. Once you are finished, click on the Next button 4 to proceed into the Budget.

Figure 23
Budget Section

In this section you will input how much you are asking for, indicate the reason why and how you arrived at the numbers. In several categories, there are additional calculations for Fringe Benefits, MTA, and Payroll Tax. That information will indicate within the budget itself.

These Budget Items are the eligible expenses on the PSC-CUNY Awards. The 4-digit code on the right-hand side refer to the expense codes within the Research Foundation system. You will not need to worry about these codes. For the purpose of this demonstration, click on the Add Item, next to Research Staff. This will bring you to the next step in figure 25 on page 26.

Please Note: There are TIPS messages throughout the process to help guide you along the way.

In order to save any budget changes you must first click Save Budget Item link and then click Save Button.

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 the space provided. When requesting items of equipment costing $2,500 or more, the applicant must indicate in detail, the manufacturer and model number and clearly explain the need for the particular model.
Once you click on Add Item, it will open the Research Staff section. We highly recommend reading the Instructions and Details related to the budget items.

You will have to indicate the budget you are requesting in the Requested Amount Box. As an example, we will enter $2000.00. You will see numbers updated in the Additional Calculations and Additional Calculations two section as seen in figure 26 on page 27. Make sure to update all your Add Item sections as seen in figure 24 on page 25.

Next, provide a brief description of how these funds will be used for your research in the Justification Comments Box.

Once finished, click on the Blue Save Budget Item. The system will be updated with the Requested Amount, applicable Additional Calculations, and Total Amount seen in figure 26 on page 27. If you need or decide to change the Budget Item, click on the Reset Budget Item to zero out and start over.
Below you can see the system has updated the **Requested Amount**, **Additional Calculations**, and **Total Amount** as well as the **Research Staff** section. Once complete, click on the Save button and an **Application Successfully Updated** banner will appear in figure 27 below, click **Continue**.

![Figure 26](image)

![Figure 27](image)
You will return to the main screen where you click **Next** ❶. That will bring you to the **Project Description** tab ❷.

![Figure 28](image-url)

### Table

<table>
<thead>
<tr>
<th>Description</th>
<th>Requested Amount</th>
<th>Indirect Calculations</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Office Supplies/Travel</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Domestic Travel</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Manuscript Preparation/Publication</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Release Time</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Travel Staff</td>
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</tr>
<tr>
<td>Summer Salary</td>
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</tr>
<tr>
<td>Laboratory Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Independent Contractors</td>
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<tr>
<td>Student Stipends</td>
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<tr>
<td>Foreign Travel</td>
<td>-</td>
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<tr>
<td>Research Supplies</td>
<td>-</td>
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</tr>
</tbody>
</table>

Total: $3,000.00  
Indirect: $500.00  
Total: $3,500.00
Project Description

In the **Project Description** section, you will need to upload and attach all the necessary documents. Start by clicking on the **Choose File** button, after choosing the file, the **document name** will appear next to the button. Then click on the arrow for a **Drop-Down Menu** and choose which section you wish to attach the file to. Once completed, click on **Attach File**, you will then see **Red Text** appear informing you it posted successfully. You will also see the file attached at the bottom where you have a choice to **Download File** or **Delete** it. Click **Save** to finalize. Once complete, click on the Save button and an **Application Successfully Updated** banner will appear as seen in figure 30 below, click **Continue**. If you have no documents to attach, click **Profile Documents** then click the Save button.

**Please Note**: Only PDF files are allowed to be uploaded.
Before you Submit the application, click on View Abstract to review your application. The application will appear in a new HTML window as seen below in figure 32 for review only. Your application will appear based on your current progress. If you notice areas that are incomplete, this is your opportunity to return to the application and complete it before submitting it.

Please review the application slowly and carefully. Next click on Submit.
After submitting, the conditions of the Award Acceptance will appear as seen below in figure 33 below. It is vital that you read the terms very carefully, do not skip over this section. Then click on the Agree box 1 and Submit Application 2. Upon successful submission, a banner with your application number will appear as seen below in figure 34. Then click Continue 3.

Please Note: If there is an issue, a banner will appear to inform you where the corrections need to be made.
You have now completed the application process. A confirmation screen will confirm your application has been submitted to your Grants Officer. Within a few minutes you will also receive an email confirming your application submission.

**Common Submission Errors and Issues**

1. Please make sure that you have selected your college. If you did not select one, see Academic Information on page 13 for details and instructions.

2. Make sure the cumulative size of all attachments does not exceed 2 MB.

3. When attaching documents to your applications, it must not be open on your computer.

4. All attachments must be formatted in a PDF (Adobe) form. The system will not except any other documents.

5. In the Application section under the Brief Abstract box (page 22), make sure the content does not exceed 1100 characters including spaces.

6. Budget: if your request budget amount is at the maximum:
   - Traditional A= $3,500.00
   - Traditional B= $6,000.00
   - Enhanced= $12,000.00

   and an error message is generated, this is due to a precision error. Please the amount by one penny ($00.1). Save and then submit the application.

If you have any additional questions and/or further concerns regarding the PSC-CUNY Grants Proposal System to the Project Administrator, contact us at the information provided below.

**Contact Our PSC CUNY Staff**

Phone: 212.417.8464  
Phone: 212.417.8474  
Phone: 212.417.8475

**Email:** PSC_CUNY@rfcuny.org

**Research Foundation Website:** www.rfcuny.org