



RESEARCH
FOUNDATION CUNY

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

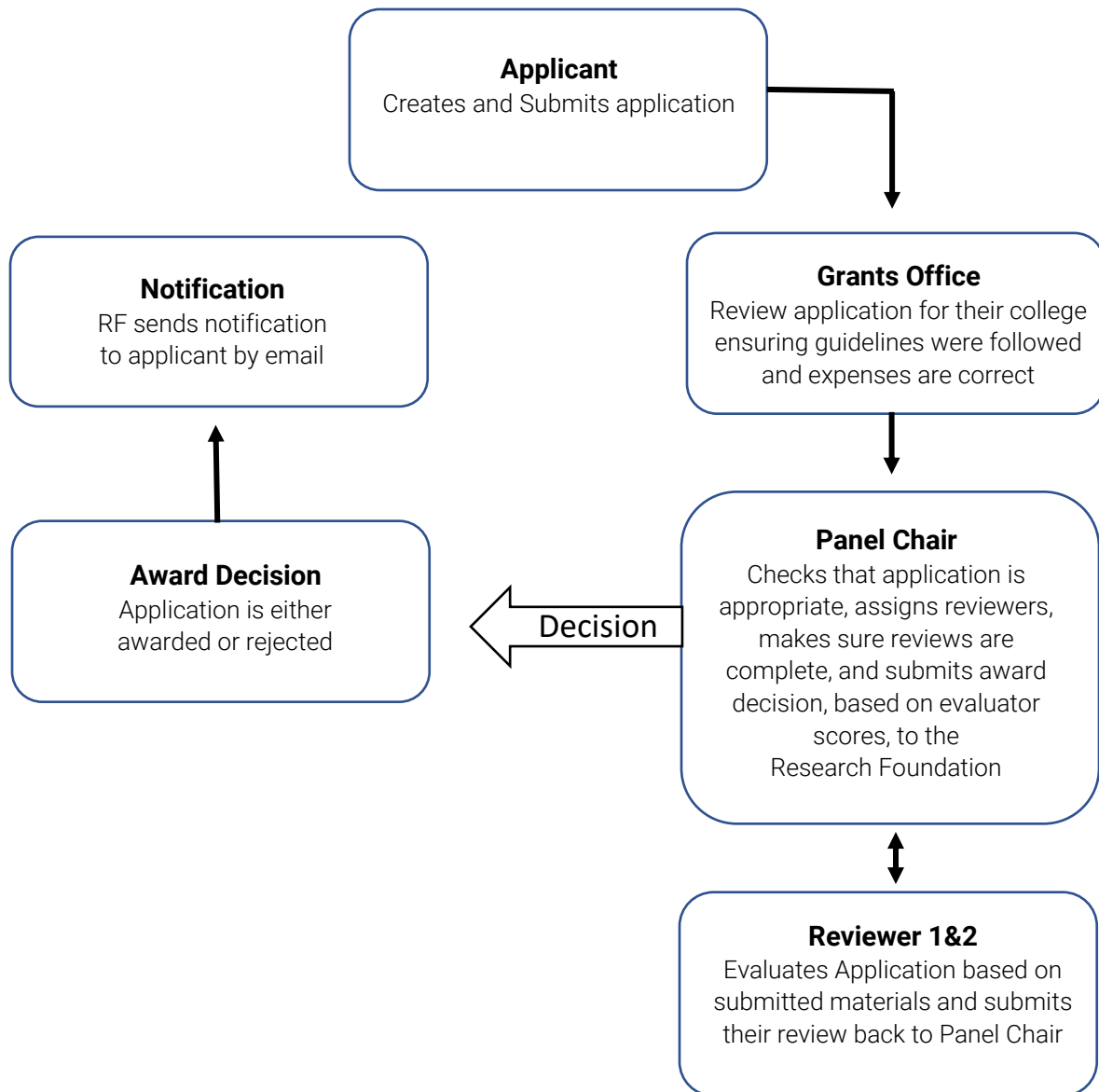
- Scholarly/creative merit
- Ability of the applicant to perform the proposed work successfully
- Potential for external funding
- Original contribution to its field or will attain national or international recognition
- Appropriateness of the budget proposals
- Budget modifications will not be made; 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 or 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.



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** ❶ at www.rfcuny.org, then hover over **Electronic Tools** ❷, a drop-down menu will appear. Scroll down and click on **PSC CUNY Grants Proposal** ❸. Figure 2 on page 9 will appear.

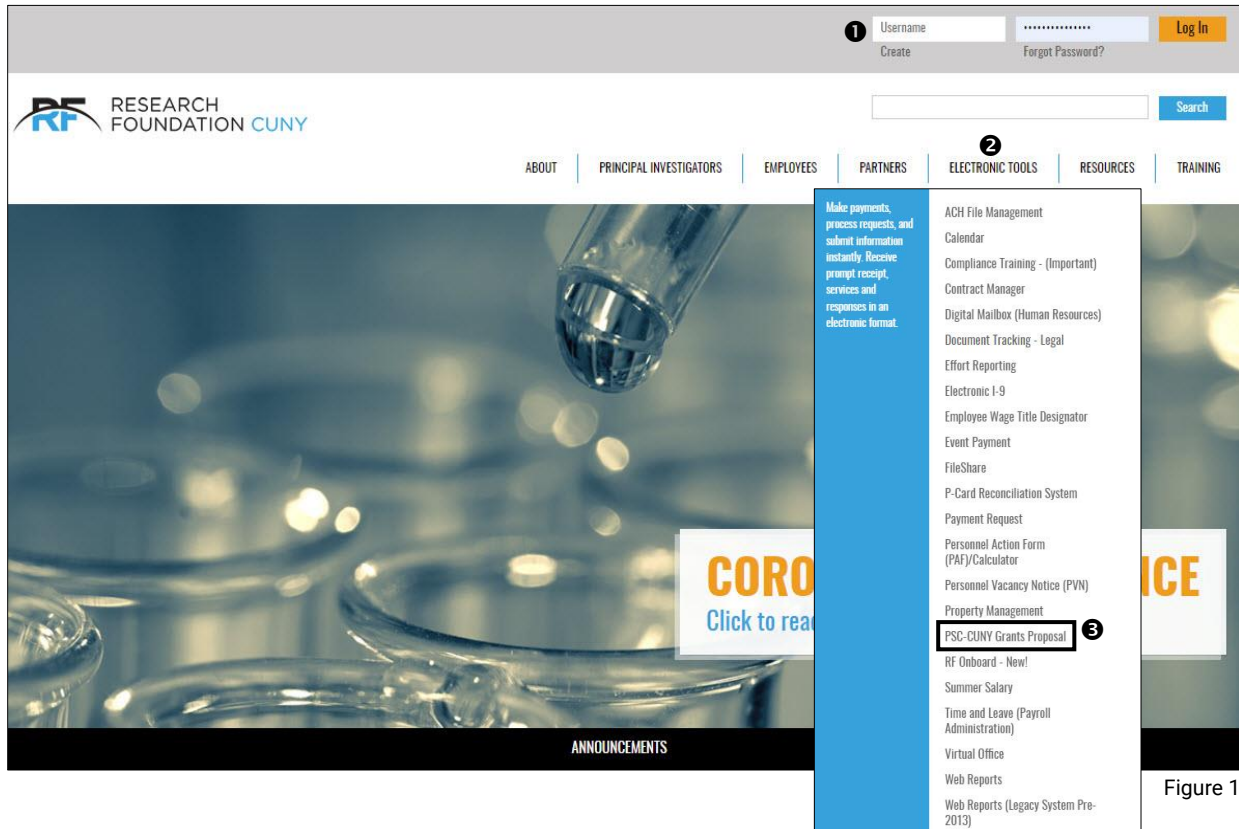


Figure 1

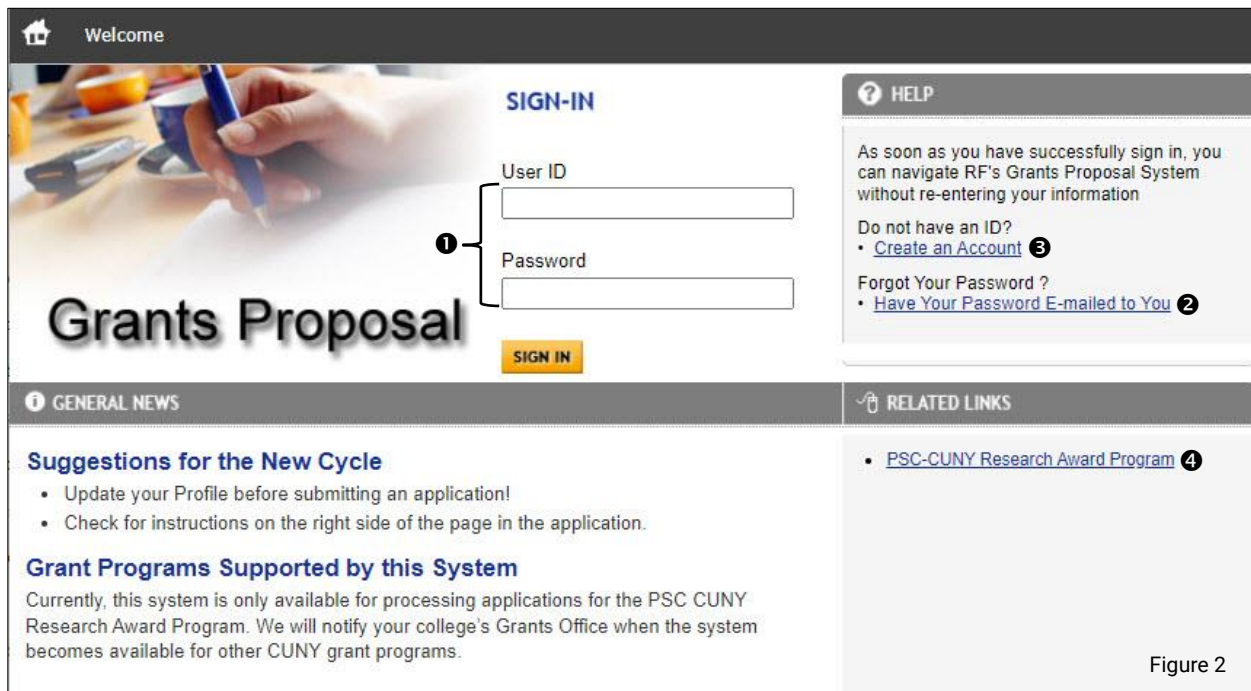
Screen Details

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 ❶**. If you have forgotten your password and need to reset it, click on **Have a Password E-mailed to you ❷**. An email will be sent with instructions.

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

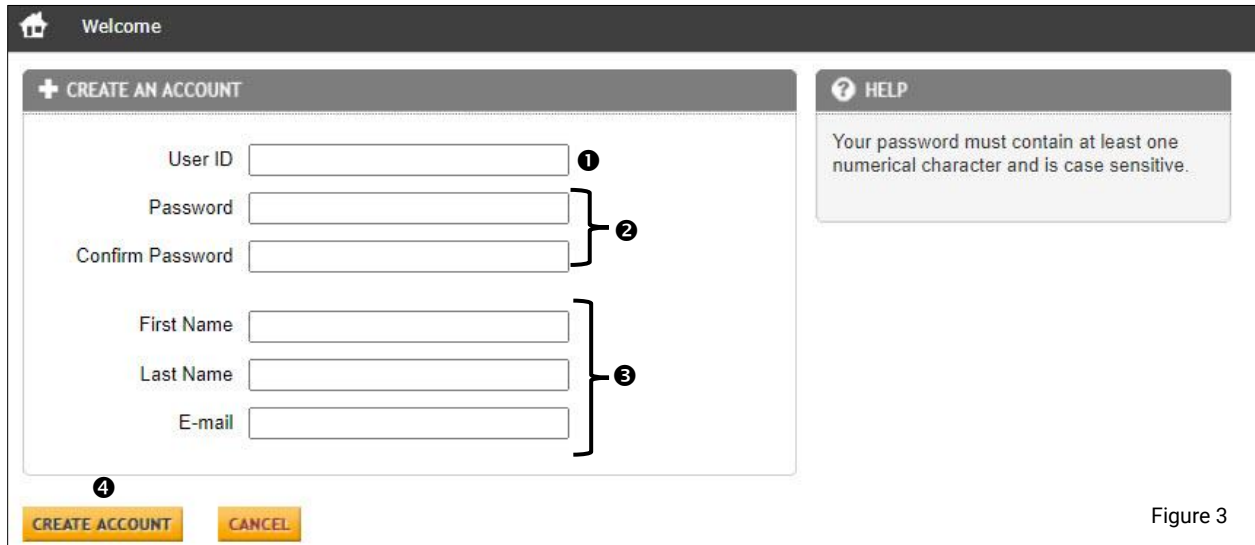
General News ❹ consist of information that is relevant to subject matter. **Related Links ❺**



Create an Account

Enter your **User ID** ❶, create a **password** ❷ then confirm your password on the following line. Then enter your **First** and **Last** name then an **email** ❸. Click **Create Account** ❹.

A **Continue** button ❺ 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 screenshot shows a web interface with a dark header containing a home icon and the text "Welcome". Below the header is a light gray box titled "+ CREATE AN ACCOUNT". Inside this box are several input fields: "User ID" (with callout ❶), "Password" (with callout ❷), "Confirm Password" (with callout ❷), "First Name" (with callout ❸), "Last Name" (with callout ❸), and "E-mail" (with callout ❸). A bracket groups the "First Name" and "Last Name" fields. Below the form is a "CREATE ACCOUNT" button (with callout ❹) and a "CANCEL" button. To the right of the form is a "HELP" box with a question mark icon and the text: "Your password must contain at least one numerical character and is case sensitive."

Figure 3



The screenshot shows a confirmation message in a light gray box. The text reads: "Thank you for creating an account. Please click on the continue button below to begin working with your new account." Below the text is a yellow "CONTINUE" button (with callout ❺).

Figure 4

The home page will give you access to view and update your **Profile information ❶**, view your **Application ❷**, and **Tasks ❸**. The **Alerts** section ❹ will list important information and pending. Below in figures 6 and 7 are examples.



Figure 5

Alerts Example

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

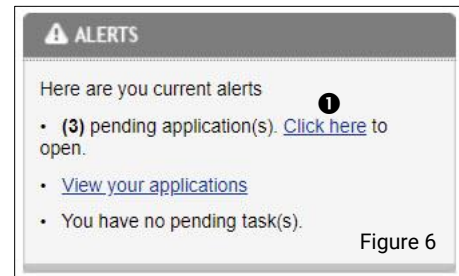


Figure 6

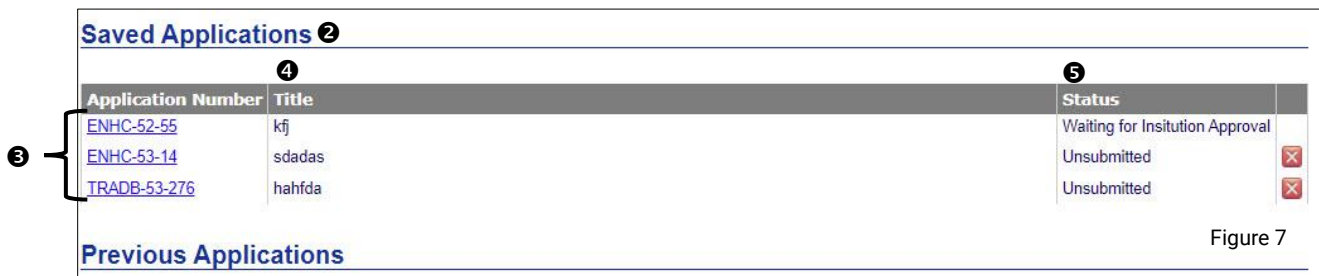


Figure 7

Profile Information

Within the Profile section you can update your **Contact information ①** and add a **Profile photo ②** by clicking on the **Choose File ③** then clicking on **Attach Image ④** to upload. Your photo will appear in the My Photo area.

To move forward click the **Save Profile ⑤** and red text will appear “**user successfully updated ⑥**”. Then click **Next ⑦** this will bring you to the **Academic Information ⑧** section.

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

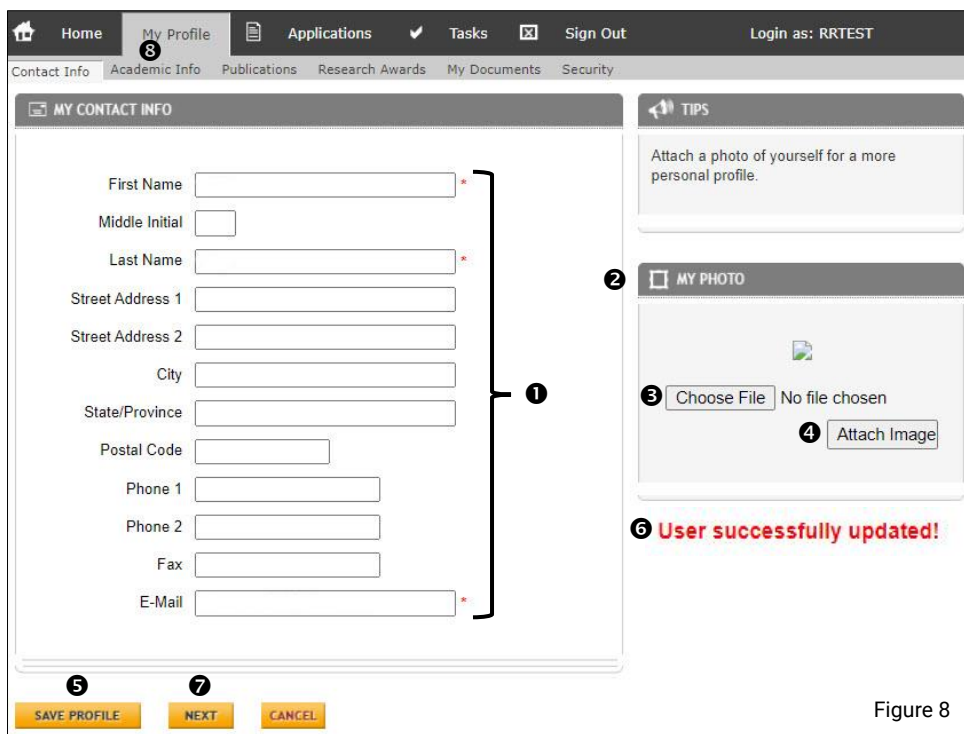


Figure 8

Academic Information

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

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

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

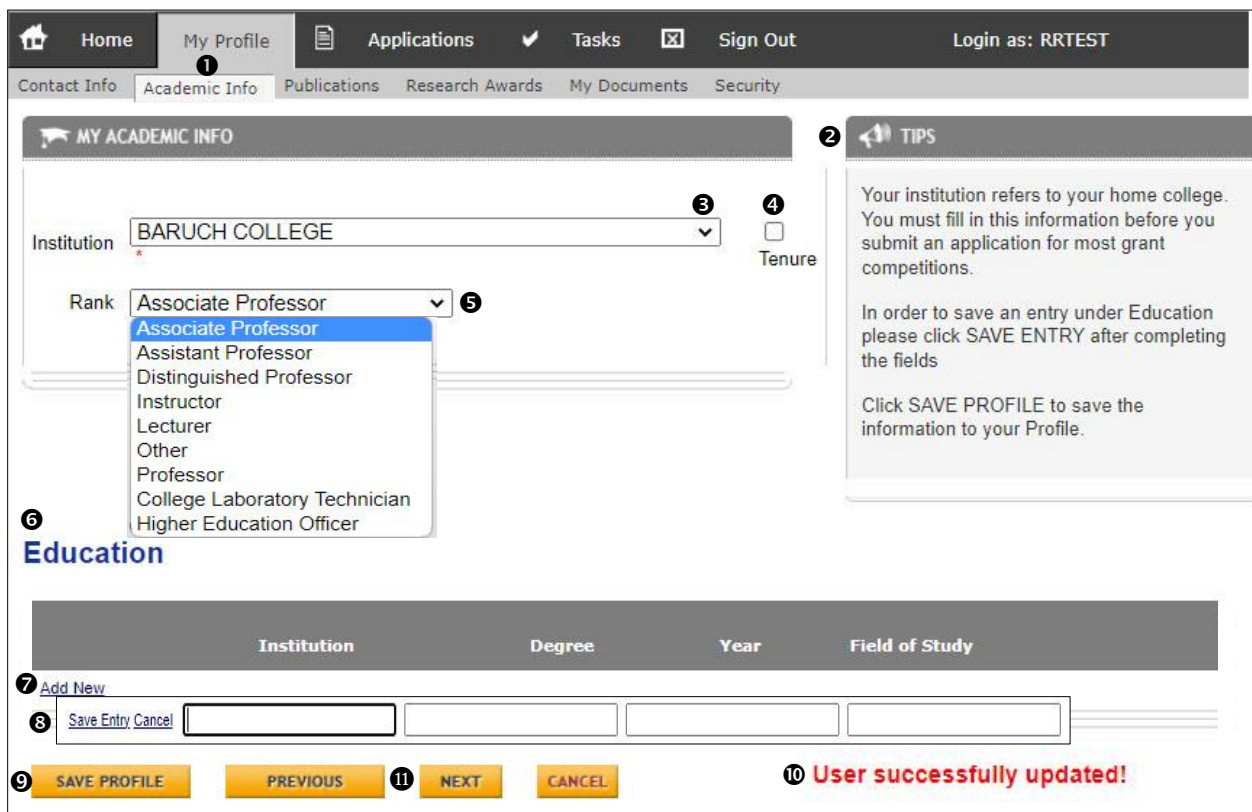


Figure 9

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.

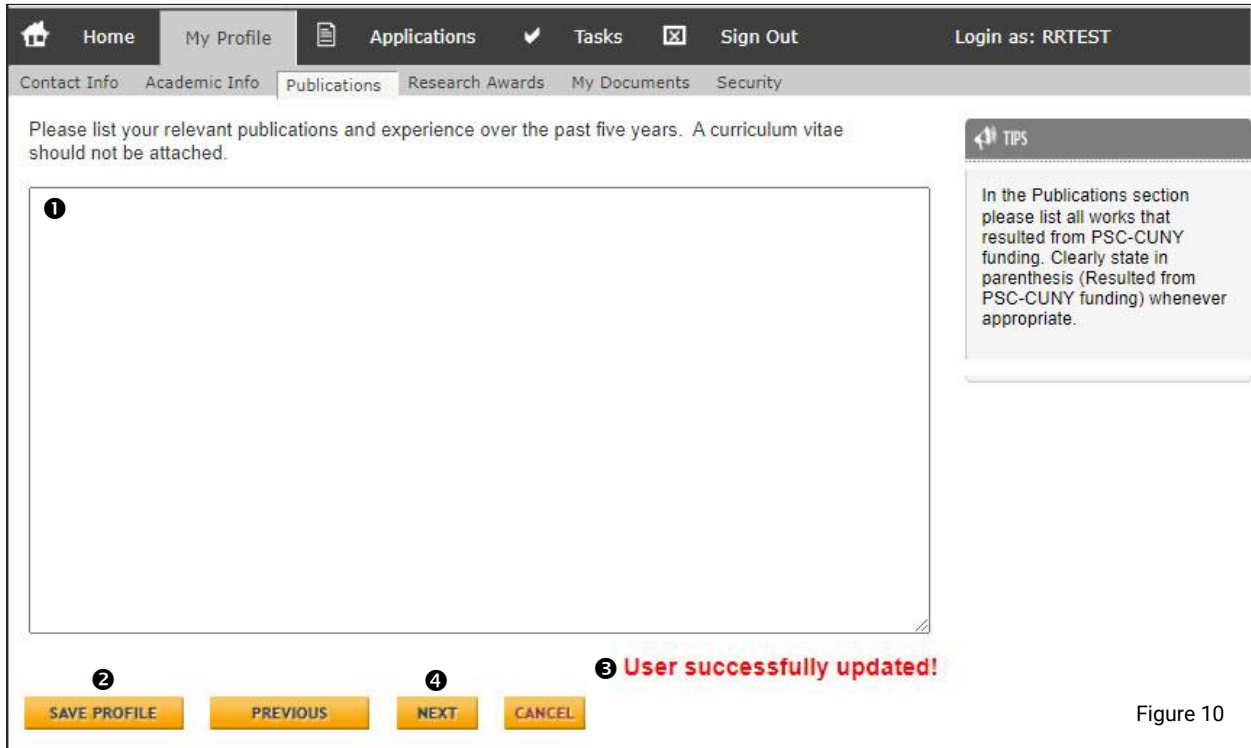


Figure 10

Research Awards

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



The screenshot shows a web interface for adding a research award. At the top, there is a navigation bar with 'Home', 'My Profile', 'Applications', 'Tasks', and 'Sign Out'. Below this is a sub-navigation bar with 'Contact Info', 'Academic Info', 'Publications', 'Research Awards', 'My Documents', and 'Security'. The main heading reads 'Please list your recent research award (up to last 5 years)'. Below the heading is a table with columns: 'Role', 'Period', 'Title', 'Funding Source', and 'Amount'. A row is shown with an 'Add New' link (callout ❶) and a '\$' symbol. Below the table is a 'Save Entry Cancel' button (callout ❷). At the bottom, there are four buttons: 'SAVE PROFILE' (callout ❸), 'PREVIOUS', 'NEXT' (callout ❺), and 'CANCEL'. A red message 'User successfully updated!' (callout ❹) is displayed. A 'TIPS' box on the right contains instructions: 'In order to save an entry under the Research Awards please click SAVE ENTRY after completing the fields. Click SAVE PROFILE to save the information to your Profile.'

Figure 11

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** ❶, search your computer for the file and click on it to **highlight** ❷. Then click **Open** ❸, this will attach your document. You will see the document name on the right side of the **Choose File** button ❹.

Then click on **Attach File** ❺. You will be able to see how much saving space your documents have taken up ❻. By clicking on the **Public** box ❼, 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** ❸.

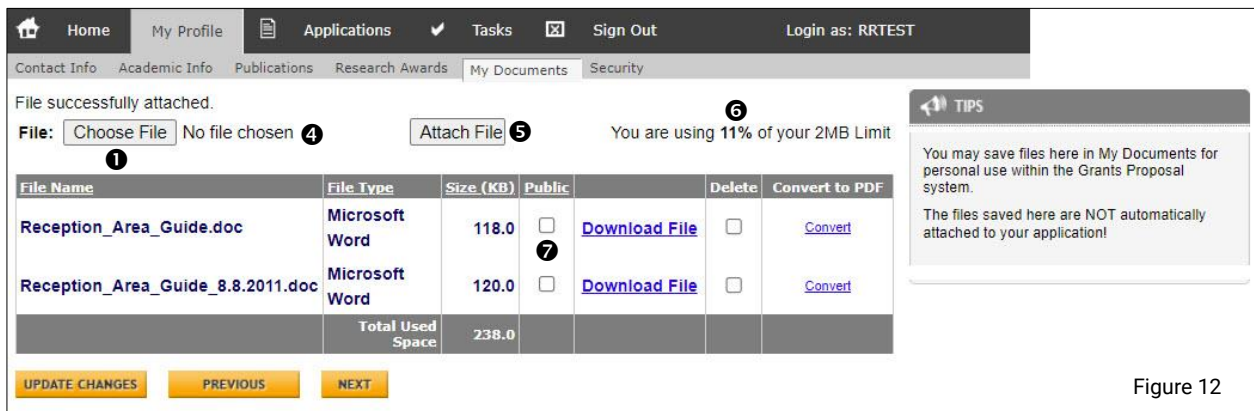


Figure 12

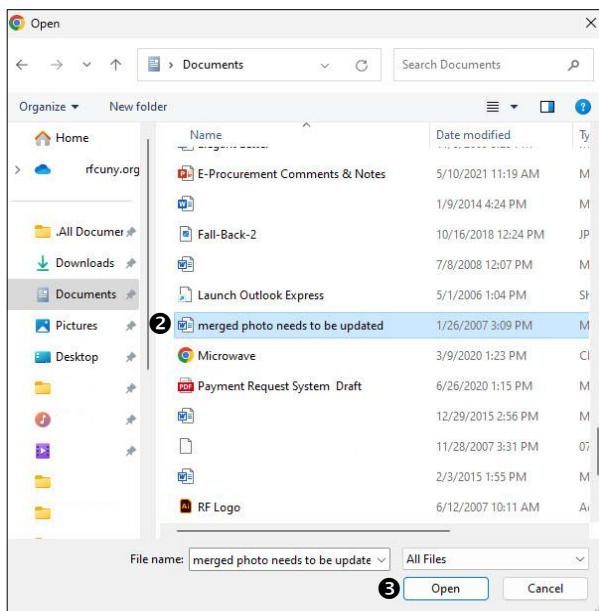


Figure 13

Security

This section will allow you to change your password. First type in your **New Password ❶**, then re-type in the **Confirm Password ❷** section and click on **Save ❸**. If you wish to make your profile searchable, click the **Make My Profile Searchable ❹** box then Save profile.

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

The screenshot shows a web application interface for profile management. At the top, there is a navigation bar with 'Home', 'My Profile', 'Applications', 'Tasks', and 'Sign Out'. The user is logged in as 'RRTEST'. Below the navigation bar, there are tabs for 'Contact Info', 'Academic Info', 'Publications', 'Research Awards', 'My Documents', and 'Security'. The 'Security' tab is active, showing a 'CHANGE PASSWORD' section with two input fields: '❶ New Password:' and '❷ Confirm Password:'. To the right of the password fields is a 'HELP' section with a question mark icon, containing the text: 'Your password must contain at least one numerical character and is case sensitive. If you make your Profile private, it will not be "searchable" by other users who may potentially wish to collaborate with you.' Below the password fields, there is a checkbox labeled '❹ Make My Profile Searchable' which is checked. At the bottom left, there is a '❸ SAVE PROFILE' button and a 'PREVIOUS' button.

Figure 14

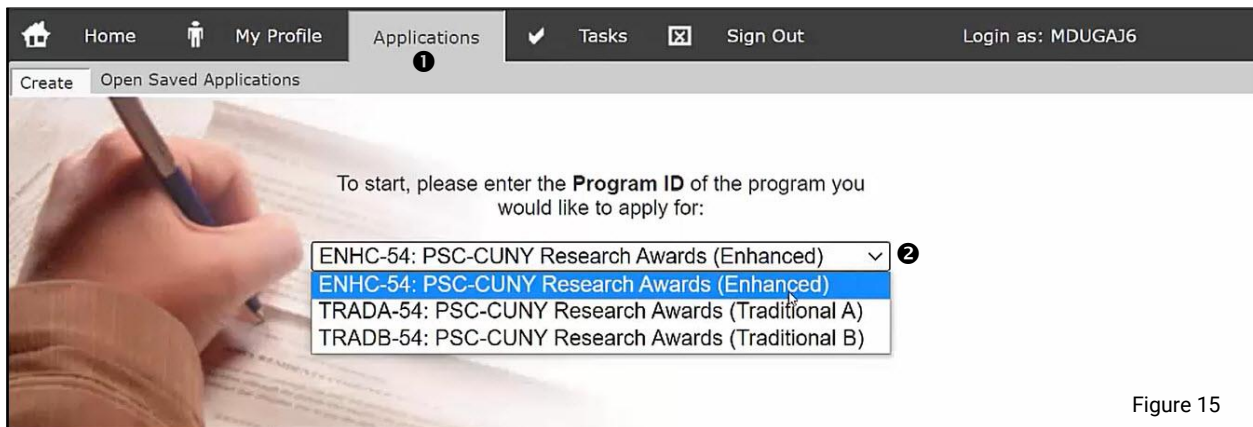
Applications

The **Applications** section ❶ 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** ❷ 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** ❸, then press the **Continue** button ❹.



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 ❶ allows you to view a general-purpose statement for the PSC CUNY Research Award Program. The **Details** tab ❷ displays a breakdown of the budget’s limitation and participating institutions (see figure 18 on page 20 for details). The **Program Administration** tab ❸ 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** circle ❹ then click on the **Create Application** button ❺. 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** circle ❻, then choose the previous application from the drop-down menu ❼.

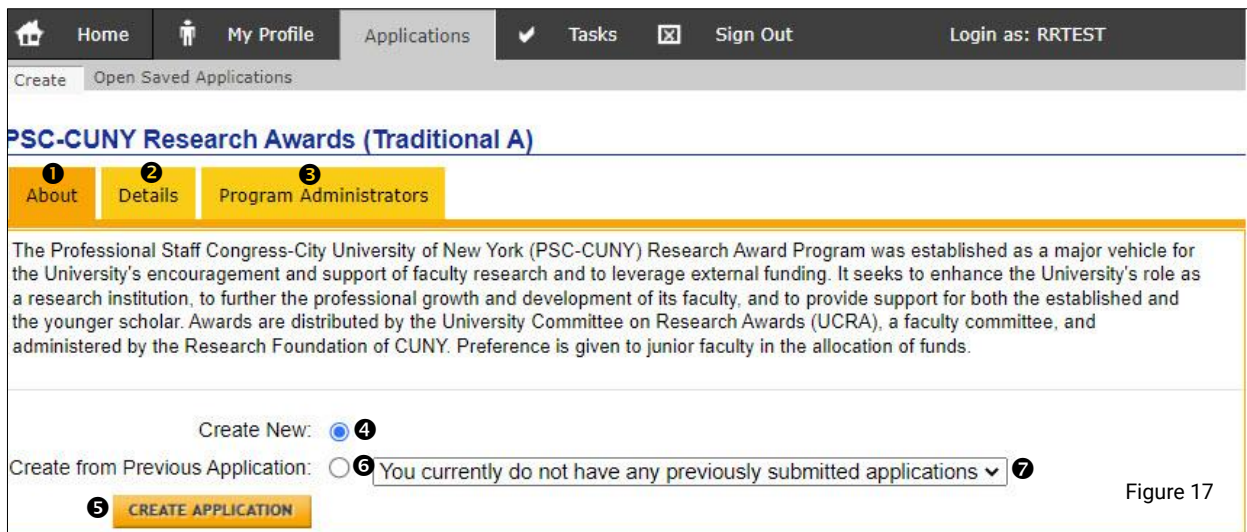


Figure 17

Details Tab

About
Details
Program Administrators

Scoring

Score	1 (Excellent)
	2 (Very Good)
	3 (Good)
	4 (Fair)
	5 (Poor)

Current Year

54

Budget

	Min Requested Amount	Max Requested Amount
Clerical Staff	\$0.00	\$3,230.00
General Office Supplies/Xeroxing	\$0.00	\$3,500.00
Research Staff	\$0.00	\$3,230.00
Summer Salary (Principal Investigator)	\$0.00	\$2,749.00
Manuscript Preparation/ Publication Costs	\$0.00	\$3,500.00
Research Supplies	\$0.00	\$3,500.00
Domestic Travel	\$0.00	\$3,500.00
Foreign Travel	\$0.00	\$3,500.00
Subject Payments	\$0.00	\$3,500.00
Equipment	\$1,000.00	\$3,500.00
Independent Contractors	\$0.00	\$3,500.00
Laboratory Fees	\$0.00	\$3,500.00

Total Maximum Requested Amount: \$ 3,500.00

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
- LAGUARDIA C.C
- LEHMAN COLLEGE
- MEDGAR EVERS COLLEGE
- STELLA AND CHARLES GUTTMAN C. C.
- NEW YORK COLLEGE OF TECHNOLOGY
- CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY
- CUNY SCHOOL OF PROFESSIONAL STUDIES
- QUEENSBOROUGH 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

Create New:

Create from Previous Application: You currently do not have any previously submitted applications ▼

CREATE APPLICATION

Figure 18

Program Administrators Tab

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



Name	Position	Phone 1	Phone 2	Fax	Email
Alexis Davis					
Margie Louie ❶	Assistant Program Administrator Research Foundation of CUNY NY	212-417-8474		212-417-6474	Margie_Louie@rfcunyo.org
Anna Shchupak					
Marek Bugaj					
Daphne Karawita					
Nicholas Jones					
Klea Cabej					
Paul Cole					
Levon Volpe					
Yong Hwang					

Create New:
 Create from Previous Application: You currently do not have any previously submitted applications ▼
 CREATE APPLICATION

Figure 19

Creating an Application

The first step is to fill in the **Title 1** . Next, click on the drop-down arrow and choose the correct **Panel 2** you are applying. Then click on the drop-down menu to choose **Discipline 3** which is related to the Panel chosen. The next step is to fill in the **Brief Abstract 4**. 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 **5**. If you have **Supplementary Materials 6** 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 7**.

Answer whether **Interviews 8** will be conducted the choose the **Department 9** from the drop-down menu. Finally, click **Save 10**.

The screenshot shows the application form for 'PSC-CUNY Research Awards (Traditional A): TRADA-54-0'. The form includes the following fields and callouts:

- 1 Title**: A text input field.
- 2 Panel**: A dropdown menu currently showing 'Please Select Panel'.
- 3 Discipline**: A dropdown menu currently showing 'Please Select Discipline'.
- 4 Brief Abstract**: A large text area with a character limit of 1100.
- 5 Human/Animal Subject Use**: Two dropdown menus, both set to 'No'.
- 6 Supplementary Materials**: A dropdown menu set to 'No'.
- 7 List of Supplementary Material**: A text input field.
- 8 Will Interviews be Conducted?**: A dropdown menu set to 'No'.
- 9 Department**: A dropdown menu currently showing 'Please Select Department'.
- 10 SAVE** and **11 NEXT**: Action buttons at the bottom right.

Two dropdown menus are open in the image:

- The **Panel** dropdown menu lists various academic disciplines such as Anthropology, Classics, Philosophy, Linguistics, Art History, Visual Arts, Communication Arts & Sciences, Biology & Earth Sciences, Business Administration, Chemistry & Biochemistry, Comparative Literature & Modern Languages, Computer Science & Library, Economics & Political Science, Education, English & Creative Writing, History, Health Sciences, Health & Human Services, Speech & Hearing, Interdisciplinary, Law & Criminal Justice, Sociology, Urban Studies, Mathematics, Performing Arts, Physics & Engineering, and Psychology & Physiological Psychology.
- The **Supplementary Materials** dropdown menu lists options: 'No', 'Yes (attached to application, 2MB limit)', and 'Yes (will be mailed to the Research Foundation)'. The 'Yes (will be mailed...)' option is highlighted.
- The **Department** dropdown menu lists various departments including A.P.E.X., Aaron Copland School of Music, Academic Advisement, Academic Affairs, Academic Affairs Academic Stds, Academic Affairs Extended Day, Academic Affairs Multi-Cult Cr, Academic Computing, Academic Development, Academic Ombudsman, Academic Planning & Programs, Academic Senate, Academic Support Center, Academy - Humanities & Science, Academy for Science & Math, Academy, Bronx Early College, Academy, Brooklyn College, Academy, Public Safety Train, and Accessibility Operations.

Figure 20

After saving the Application, the system will generate an **Application** number ❶ so you can refer to when needed. Click on **Continue** ❷, this will take you back to the main application screen as show in figure 20 on page 22. Then click **Next** ❸ to move into the next step.

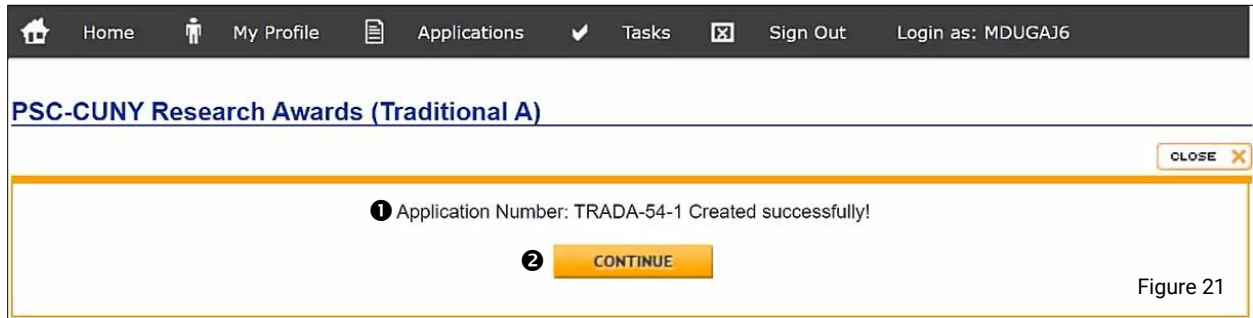


Figure 21

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** ❸, a slot will appear so you can enter their **User ID** ❹. Then click on the Save Entry link ❺. Figure 23 on page 24 will appear.

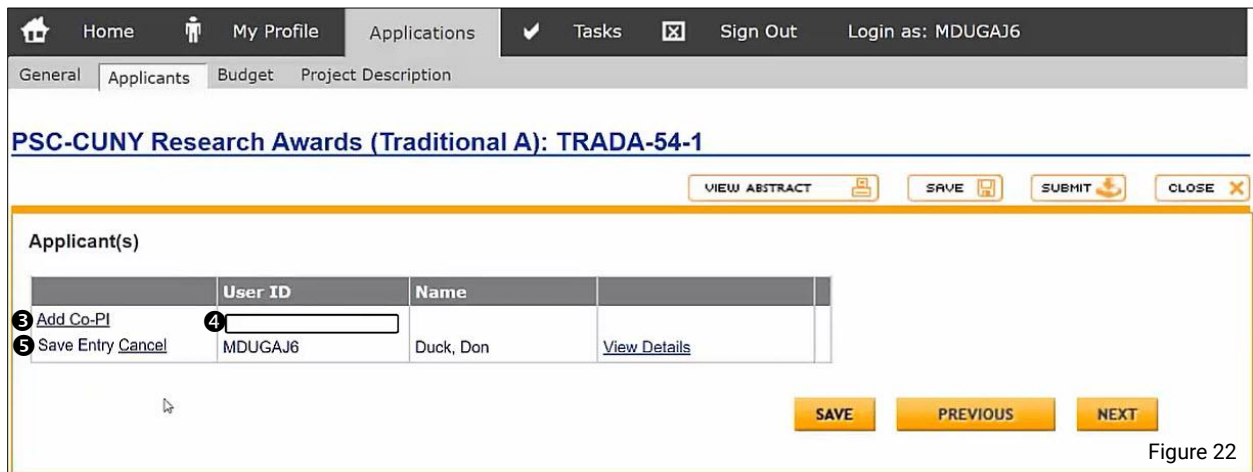
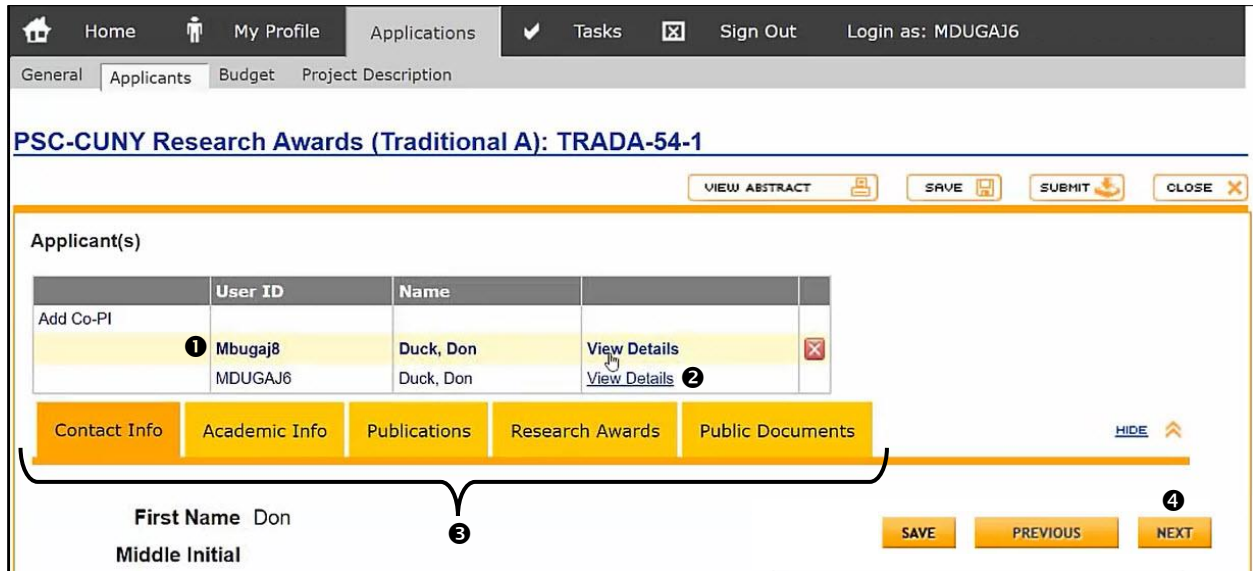


Figure 22

Upon successfully entering the Co-PI, you be able to view their name in the **User ID** section ❶. To **View Details** of your profile and your Co-PI, click on the **View Details** link ❷. The following tabs ❸ will appear for you to review. Once you are finished, click on the **Next** button ❹ to proceed into the Budget.



The screenshot shows the application interface for "PSC-CUNY Research Awards (Traditional A): TRADA-54-1". At the top, there is a navigation bar with "Home", "My Profile", "Applications", "Tasks", "Sign Out", and "Login as: MDUGAJ6". Below this is a sub-navigation bar with "General", "Applicants", "Budget", and "Project Description".

The main content area is titled "Applicant(s)" and contains a table with the following data:

	User ID	Name	
Add Co-PI			
	❶ Mbugaj8	Duck, Don	View Details
	MDUGAJ6	Duck, Don	View Details ❷

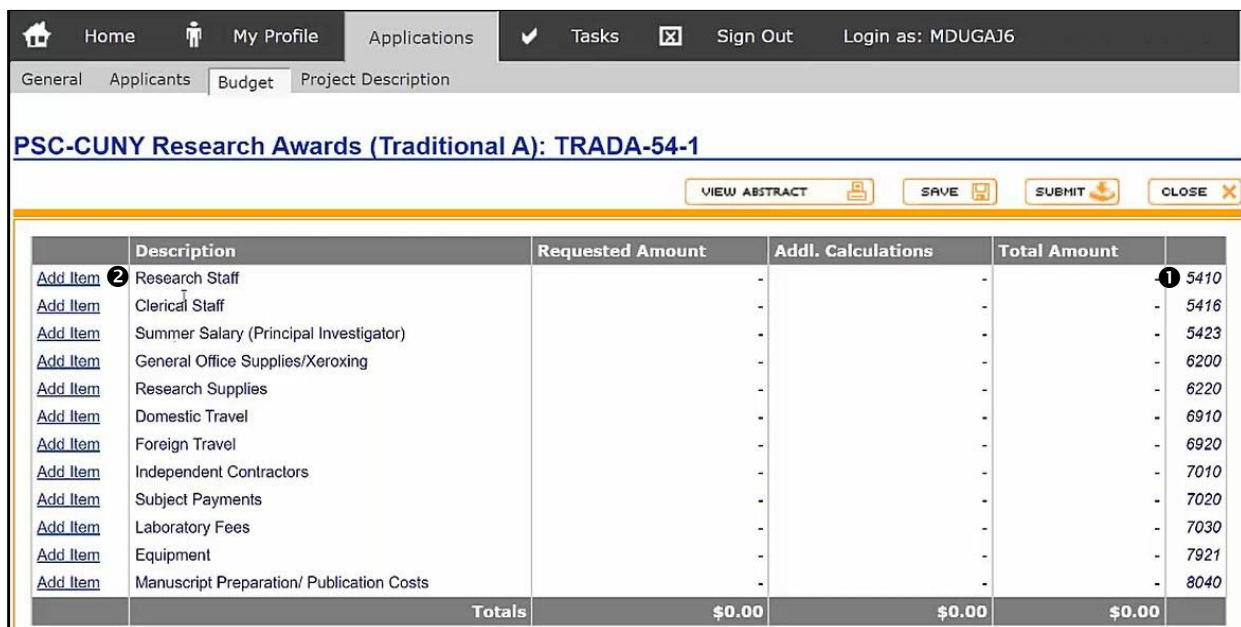
Below the table are several tabs: "Contact Info", "Academic Info", "Publications", "Research Awards", and "Public Documents". A "HIDE" button is also present. At the bottom, there are input fields for "First Name" (Don) and "Middle Initial", and a "NEXT" button ❹. A bracket ❸ groups the tabs and the "NEXT" button.

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** ❶ 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** ❷. This will bring you to the next step in figure 25 on page 26.



Description	Requested Amount	Addl. Calculations	Total Amount
Add Item ❷ Research Staff	-	-	❶ 5410
Add Item Clerical Staff	-	-	- 5416
Add Item Summer Salary (Principal Investigator)	-	-	- 5423
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	-	-	- 7921
Add Item Manuscript Preparation/ Publication Costs	-	-	- 8040
Totals	\$0.00	\$0.00	\$0.00

Figure 24

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

TIPS

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 ❶. 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 ❷. 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 ❸.

Once finished, click on the Blue **Save Budget Item** ❹. 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** ❺ to zero out and start over.

HIDE	
❶ Research Staff	
Instructions	<p>Please provide a complete job description for all research staff in the budget justification section.</p> <p>The University Committee on Research Awards assumes that every effort will be made to employ CUNY students. Prior approval of the UCRA is required to hire a non-CUNY student as a research assistant and justification must be provided.</p> <p>Post-doctoral Assistants may be supported up to the amount allowable for graduate students. 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.</p> <p>The PSC-CUNY Research Award Program does not support student stipends or tuition costs for either the Principal Investigator (PI) or any assistant.</p> <p>A Principal Investigator may not hire another full-time faculty member as a research assistant.</p> <p>A PI may not hire a member of his/her immediate family without prior approval of the UCRA.</p>
Acceptable range	from \$0.00 to \$11,076.00
❷ Type in the requested amount \$	<input type="text" value="2000"/>
Additional Calculations	<p><u>Automatic Additional Calculations</u></p> <p>Description Fringe Benefit Expense</p> <p>Additional Calculation 8.00% of the amount requested will be added.</p> <p>Additional Amount is \$ 0.00</p>
Additional Calculations Two	<p><u>Automatic Additional Calculations Two</u></p> <p>Description MTA Payroll Tax</p> <p>Additional Calculation Two 0.34% of the amount requested will be added.</p> <p>Additional Amount is \$ 0.00</p>
Justification Comments	❸ <input type="text"/>
Save Budget Item Reset Budget Item	
❹ ❺	
<input type="button" value="SAVE"/> <input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/>	

Figure 25

Below you can see the system has updated the **Requested Amount**, **Additional Calculations**, and **Total Amount** ❶ as well as the **Research Staff** section. Once complete, click on the Save button and an **Application Successfully Updated** banner ❸ will appear in figure 27 below, click **Continue** ❹.

	Description	Requested Amount	Addl. Calculations	Total Amount	
Add Item	General Office Supplies/Xeroxing	--	--	--	0200
Add Item	Domestic Travel	--	--	--	0210
Add Item	Equipment	--	--	--	7021
Add Item	Manuscript Preparation/ Publication Costs	--	--	--	8040
Add Item	Released Time	--	--	--	5800
Add Item	Clerical Staff	--	--	--	5410
❶	Research Staff	2,000.00	166.80	2,166.80	5410
Add Item	Summer Salary	--	--	--	5423
Add Item	Laboratory Fees	--	--	--	7030
Add Item	Independent Contractors	--	--	--	7010
Add Item	Subject Payments	--	--	--	7020
Add Item	Foreign Travel	--	--	--	0920
Add Item	Research Supplies	--	--	--	0220
Totals		\$2,000.00	\$166.80	\$2,166.80	

Research Staff	
Instructions	<p>Please provide a complete job description for all research staff in the budget justification section.</p> <p>The University Committee on Research Awards assumes that every effort will be made to employ CUNY students. Prior approval of the UCRA is required to hire a non-CUNY student as a research assistant and justification must be provided.</p> <p>Post-doctoral Assistants may be supported up to the amount allowable for graduate students. 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.</p> <p>The PSC-CUNY Research Award Program does not support student stipends or tuition costs for either the Principal Investigator (PI) or any assistant.</p> <p>A Principal Investigator may not hire another full-time faculty member as a research assistant.</p> <p>A PI may not hire a member of his/her immediate family without prior approval of the UCRA.</p>
Acceptable range	from \$0.00 to \$11,076.00
Type in the requested amount \$	<input type="text" value="2000"/>
Additional Calculations	<p><u>Automatic Additional Calculations</u></p> <p>Description Fringe Benefit Expense</p> <p>Additional Calculation 8.00% of the amount requested will be added.</p> <p>Additional Amount is \$ 160.00</p>
Additional Calculations Two	<p><u>Automatic Additional Calculations Two</u></p> <p>Description MTA Payroll Tax</p> <p>Additional Calculation Two 0.34% of the amount requested will be added.</p> <p>Additional Amount is \$ 6.80</p> <p>There a no additional calculations for this budget item.</p>
Justification Comments	<input type="text" value="Test"/>

Figure 26

❸ Application successfully updated!

❹ CONTINUE

Figure 27

You will return to the main screen where you click **Next 1**. That will bring you to the **Project Description tab 2**.

PSC-CUNY Research Awards (Enhanced): ENHC-54-167

Description	Requested Amount	Addl. Calculations	Total Amount
Add Item General Office Supplies/Xeroxing	-	-	6200
Add Item Domestic Travel	-	-	6910
Add Item Equipment	-	-	7921
Add Item Manuscript Preparation/Publication Costs	-	-	8040
Add Item Released Time	-	-	8800
Add Item Clerical Staff	-	-	5416
Edit Item Research Staff	2,000.00	166.80	2,166.80
Add Item Summer Salary	-	-	5423
Add Item Laboratory Fees	-	-	7030
Add Item Independent Contractors	-	-	7010
Add Item Subject Payments	-	-	7020
Add Item Foreign Travel	-	-	6920
Add Item Research Supplies	-	-	6220
Totals	\$2,000.00	\$166.80	\$2,166.80

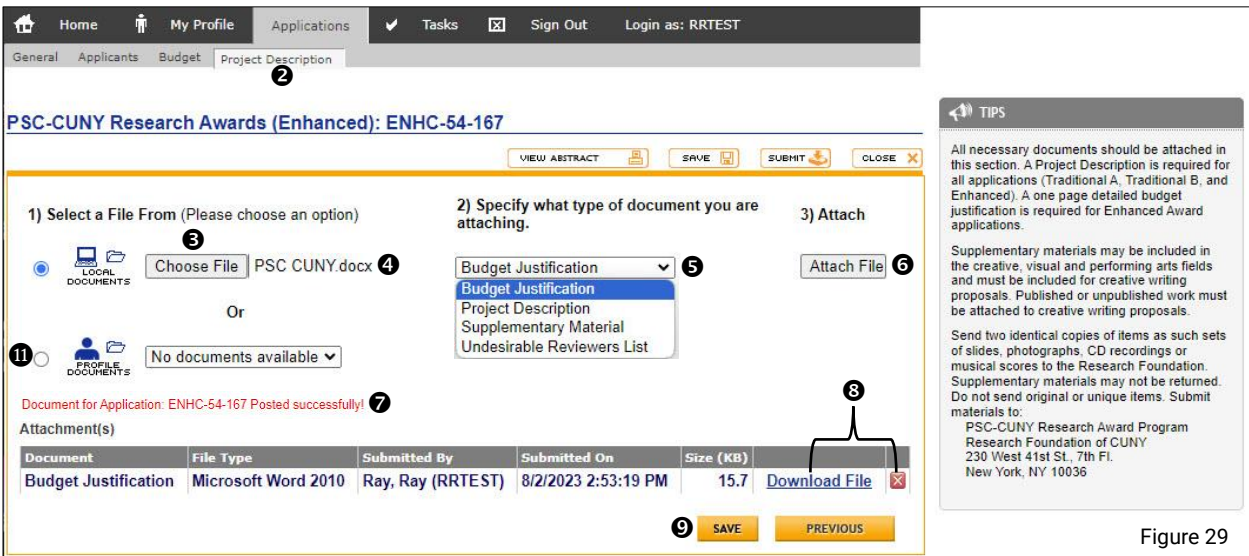
Buttons: SAVE, PREVIOUS, **NEXT 1**

Figure 28

Project Description

In the **Project Description** section ❷, you will need to upload and attach all the necessary documents. Start by clicking on the **Choose File** button ❸, after choosing the file, the **document name** ❹ will appear next to the button. Then click on the arrow for a **Drop-Down Menu** ❺ and choose which section you wish to attach the file to. Once completed, click on **Attach File** ❻, you will then see **Red Text** ❼ 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 ❸. Click **Save** ❾ 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** ❿. If you have no documents to attach, click **Profile Documents** ⓫ then click the Save button.

Please Note: Only PDF files are allowed to be uploaded.



The screenshot shows the 'Project Description' section for application ENHC-54-167. It features three main steps:

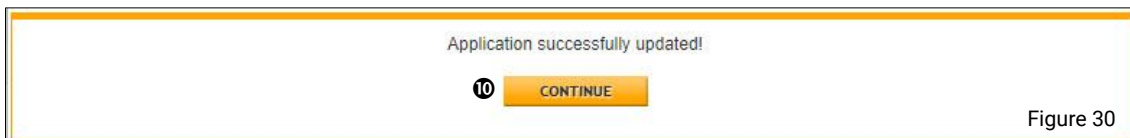
- 1) Select a File From:** Includes 'LOCAL DOCUMENTS' with a 'Choose File' button (❸) and 'PROFILE DOCUMENTS' with a 'No documents available' dropdown (⓫).
- 2) Specify what type of document you are attaching:** A dropdown menu (❺) is open, showing options: 'Budget Justification' (selected), 'Project Description', 'Supplementary Material', and 'Undesirable Reviewers List'.
- 3) Attach:** An 'Attach File' button (❻) is visible.

A red notification message (❼) states: 'Document for Application: ENHC-54-167 Posted successfully!'. Below this is a table of attachments:

Document	File Type	Submitted By	Submitted On	Size (KB)	Actions
Budget Justification	Microsoft Word 2010	Ray, Ray (RRTEST)	8/2/2023 2:53:19 PM	15.7	Download File (❸), Delete (✕)

At the bottom of the attachment area are 'SAVE' (❾) and 'PREVIOUS' buttons. A 'TIPS' box on the right provides additional instructions regarding document requirements and submission details.

Figure 29



The banner displays the message 'Application successfully updated!' and a 'CONTINUE' button (❿).

Figure 30

Before you Submit the application, click on **View Abstract 1** 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 2**.

PSC-CUNY Research Awards (Enhanced): ENHC-54-167

1) Select a File From (Please choose an option)

2) Specify what type of document you are attaching.

3) Attach

Attachment(s)

Document	File Type	Submitted By	Submitted On	Size (KB)
Budget Justification	Microsoft Word 2010	Ray, Ray (RRTEST)	8/2/2023 2:53:19 PM	15.7

TIPS

All necessary documents should be attached in this section. A Project Description is required for all applications (Traditional A, Traditional B, and Enhanced). A one page detailed budget justification is required for Enhanced Award applications.

Supplementary materials may be included in the creative, visual and performing arts fields and must be included for creative writing proposals. Published or unpublished work must be attached to creative writing proposals.

Send two identical copies of items as such sets of slides, photographs, CD recordings or musical scores to the Research Foundation. Supplementary materials may not be returned. Do not send original or unique items. Submit materials to:

PSC-CUNY Research Award Program
 Research Foundation of CUNY
 230 West 41st St., 7th Fl.
 New York, NY 10036

Figure 31

Control No.: ENHC-54-167 Rank: Tenured: No College: Art History, Visual Arts, Communication Arts & Sciences Discipline: Visual Arts Co-PI:	Name: Ray, Ray Address: Telephone: Email: ray_rosano@rfcuny.org
---	--

Human Subject Use: No
 Animal Subject Use: No
 Supplementary Materials: No
 List of Supplementary Material:
 Will Interviews be Conducted?: No
 Department: Academic Affairs Extended Day
 List of Undesirable Reviewers: No

Title of Proposed Project:
Test 1

Brief Abstract: Test 1
 Relevant Publications & Scholarships:

Education

Institution	Degree	Year(s)	Discipline
-------------	--------	---------	------------

Other Current & Past Funding (last 5 years)

Period	Role	Title	Amount	Funding Source
--------	------	-------	--------	----------------

Attachments

Description	File Name	File Size	Date Attached
Project Description	PSC_Cuny_Test.docx	11997	8/2/2023 3:08:09 PM

Budgets

Description	Requested Amount
General Office Supplies/Xeroxing	0.00
Domestic Travel	0.00
Equipment	0.00

Figure 32

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 ❶ and **Submit Application** ❷. Upon successful submission, a banner with your application number will appear as seen below in figure 34. Then click **Continue** ❸.

Please Note: If there is an issue, a banner will appear to inform you where the corrections need to be made.

CLOSE ✕

Please read the statement below regarding your submission.

CONDITIONS OF AWARD ACCEPTANCE
PSC-CUNY RESEARCH AWARD 54
Award to begin July 1, 2023.

1. The Principal Investigator agrees to incur expenses in the name of the Research Foundation only within the limit of the funds available to the project and for the purposes specified in the attached budget. Any commitment made by the Principal Investigator resulting in an overdraft will be the Investigator's personal responsibility and obligation to reimburse the Research Foundation.
2. The Principal Investigator has the responsibility to give adequate prior notification to all individuals employed on this grant of the termination date of their employment. Such termination may result from the exhaustion of grant funds, completion of employee's work, the end of the grant period, or other reasons.
3. The Principal Investigator is aware that summer salary is awarded for July and/or August 2023. (S)He agrees that if summer salary is accepted for either or both months, not to accept any other employment while receiving this salary.
4. The Principal Investigator agrees to notify the Research Foundation if his/her budgeted summer salary gives a total annual salary of more than \$107,789.00 or if he/she draws summer salary from other sources (see PSC-CUNY Guidelines), so that budget adjustments can be made. Note that the summer salary is based on gross academic year salary as of January 1, 2023. Faculty on sabbatical, however, should take into account gross earnings, from all sources, for the calendar year in which they request summer salary, 2023.
5. The Principal Investigator agrees to notify promptly the Research Foundation of any changes in status as a member of the CUNY full-time instructional staff so that the Research Foundation can terminate the award. Expenditures properly encumbered before the effective date of the change will be reimbursed. Award recipients who will not be reappointed September 1, 2023 are entitled to use their research award funds until the termination of their current appointment.
6. The Principal Investigator has the responsibility for obtaining approval from the College Committee for the Protection of Human Subjects (IRB) or the College Committee on Laboratory Animal Care (IACUC) where appropriate and agrees not to proceed without such approval.
7. The Principal Investigator is aware that Equipment acquired by PSC-CUNY Research Award Program grants may be transferred to your college for use in your department at project termination.
8. Publications, performances and presentations, including visual and electronic media, must contain the following acknowledgement of support: "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." It is the responsibility of all recipients to notify the UCRA of any such work resulting from the PSC-CUNY Research Award Program.
9. Any funds granted as a result of this application are to be expended for the purpose outlined herein in accordance with University and Foundation policies, and any funds not expended for the purpose shall revert to the PSC-CUNY Research Award Program upon completion or termination, whichever is earlier.

I hereby accept the above terms of the PSC-CUNY Research Award upon receipt and agree to abide by the applicable Research Foundation and University policy statements, the PSC-CUNY Guidelines for 2022-2023 governing the program, and any policy statements, which may be issued by the University Committee on Research Awards during the Grant period.

N.B.: Funds will be made available on the starting date of this award provided this signed statement has been received by the Research Foundation and where necessary APPROVAL HAS BEEN RECEIVED FROM THE COLLEGE COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS OR THE COLLEGE COMMITTEE ON LABORATORY ANIMAL CARE, AS NECESSARY.

I Agree to the terms and conditions of this statement

❶
❷ SUBMIT APPLICATION
BACK TO APPLICATION

Figure 33

Application successfully submitted! Task for Application ENHC-54-167 Created successfully! Task history for Application: ENHC-54-167 Created successfully! You will receive an email confirmation shortly. If you do not receive an email confirmation please contact your grants office for assistance.

❸ CONTINUE

Figure 34

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