

GRANT DEVELOPMENT AWARD GUIDELINES 2007

SUNY New Paltz will support approximately five faculty annually to apply for participation in the Council on Undergraduate Research (CUR) Proposal Writing Institute. Novice to experienced proposal writers are eligible to attend the summer Institute in which a variety of activities focus on the completion of competitive proposals to the granting agency of the participant's choice. Through participation in the Institute, faculty become skilled in critiquing and writing proposals. Both tenured and non-tenured, full-time, tenure track faculty are welcome to apply; however, priority for this award will be given to newly tenured (within three years) faculty.

As a condition of receiving a Grant Development Award, an individual must agree to apply for external funding to support the research, programmatic, creative initiative. The proposal prepared in connection with attendance at the Institute must be submitted to an external sponsor within one year. In addition, after return from the Institute, the individual must either participate in the delivery of a workshop on grant proposal preparation to the campus community along with other Institute alumni (hosted and coordinated by the Office of Sponsored Programs) and/or must serve as a peer reviewer/grant mentor for faculty over the following two year period.

The Award

The award consists of the CUR registration fee and travel to and from the Institute which is held in July. The registration fee includes tuition; materials; single, air-conditioned room in the college residence hall; and meals.

The Timeline

Interested faculty will submit application materials to their deans by October 24, 2007. The names of selected candidates will be provided to the Provost and the Office of Sponsored Programs by the deans of the academic units by October 31, 2007.

The Application to the Dean

Faculty will submit a one to two page concept paper detailing the project idea for which a proposal will be developed. A statement of commitment to attend the July 20 – 24, 2008 workshop in Berea, Ohio will be included. The application will be signed and dated.

The Candidate Selection Process

Deans will review the concept papers and will recommend, typically, one candidate from the school or college to the Provost. Recommendations will be based on the merit of the project idea, the ability of the proposer to benefit from the Institute and to submit a competitive proposal and the capability of the proposer to give back benefit to the institution and other faculty through the delivery of workshops and participation in peer review of colleague proposals.

The Proposal Preparation Procedure

Office of Sponsored Programs staff will work with candidates from the time of selection to the time of application to CUR to identify an appropriate sponsor, to obtain and interpret guidelines, and to develop proposal and budget drafts.

The Application to CUR

The candidates will apply to CUR for acceptance in the Institute by April 1, 2008. Candidates must submit a one to two paragraph outline of the proposal and the name of the proposed funding agency and/or program in the on-line application. In the first week of June, accepted participants will be expected to submit a background literature survey and as much of the proposal as they have prepared. Program guidelines may also be requested by CUR.

Attachment

CUR Proposal Writing Institute

CUR Proposal Writing Institute
Hosted by Baldwin Wallace College
Berea, OH
July 20-24, 2008

This Institute will bring together faculty and administrators interested in preparing proposals for submission to external funding agencies. The four-day institute will consist of one-on-one work with a mentor, small group discussions, writing and critiquing of proposals, and plenary sessions. The institute has been developed to assist novice to experienced proposal writers in drafting complete proposals for submission.

Applicants are requested to submit a one to two paragraph outline of their proposal and the name of the intended funding agency and/or program in the on-line application. This will help us determine how we can best support their proposal efforts. The first week of June, accepted participants will be expected to submit a background literature survey and as much of the proposal as they have. If the target agency or program is one we are less familiar with, we may also ask for program guidelines. Participants are encouraged to have as much as possible completed in advance, which will increase the likelihood of departing the Institute with a nearly finished proposal, but participants at all stages of proposal writing will benefit from discussion and critiques of their ideas. (Previous participants were nearly unanimous in declaring that they would have benefited even more from the Institute if they had been further along before they arrived).

A \$50.00 application fee is due at the time of application. Should you be accepted to attend the Institute, your application fee will be applied to your tuition fees. In the event that CUR does not accept your application, the \$50.00 application fee will be refunded. Should you withdraw your application or elect not to participate in the Institute, the \$50.00 application fee will be forfeited.

The Council encourages but does not require participation by teams of faculty from institutions, in order to help develop a core group of faculty skilled in critiquing and writing proposals. A team may consist of faculty members and administrators working together on a single project, or several individuals working independently on their own proposals.

Time at the Institute will consist of periods of proposal preparation interspersed with one-on-one mentoring by experienced and successful proposal writers, visits with University sponsored grants officers and agency Program Officers, group critiquing sessions, and reflection. Participants who come well prepared and who work hard should be able to leave the Institute with a completed (or nearly completed) proposal to the granting agency of their choice.

Registration Deadline: June 1, 2008. After June 1st registrations will be accepted on a rolling basis until the Institute is filled.
Capacity: 50

Upon notification of acceptance, CUR will invoice your institution for the amount of \$950 per accepted participant (CUR Institutional Members) or \$1,050 (non-CUR Institutional Members). If you are not sure if your school is an institutional member please check our list of members by [clicking here](#) or contact [CUR's Membership Coordinator](#). Information about having your school become a CUR Institutional Member may be obtained by [clicking here](#). The Invoice will reflect a \$50.00 credit due to the application fee. The registration fee includes all sessions; materials; single, air-conditioned room in the college residence hall (Thursday through Monday nights, but housing is also available Wednesday, should you wish to arrive a day early.); and meals (Thursday evening reception through Tuesday lunch).

All tuition and housing fees are due by June 1, 2008. Participants canceling after this date will be assessed a cancellation fee of \$500 per participant for any and all reasons for cancellation. CUR always suggests that their registrants purchase low-cost travel insurance when booking their air reservations. Not only will this insurance cover your airfare in the event of cancellation but will also cover the registration cost for the meeting you were to attend. Ask your travel agent about it.