

# 2020-2021 RESEARCH AND CREATIVE PROJECTS AWARDS GUIDELINES

## OVERVIEW

The Research and Creative Projects Awards Program encourages and supports:

- Faculty research or creative activity in the subject matter field;
- Faculty research and/or creative work that promotes the links between faculty scholarship and student learning;
- Faculty research or creative projects that generate new knowledge and/or enhance the educational experience of students.

All full-time tenure-track teaching faculty regardless of length of service are eligible to apply for funding for one proposal. Full-time, renewable lecturers with a minimum of three years of service are also eligible to apply for support for projects related to their teaching. A maximum of \$2,500 may be awarded to an applicant and can be utilized for aspects of the project conducted between April 1, 2020, and March 31, 2021. A final report of achievements resulting from this award will be due at the completion of the award period. Your proposal will not be considered for funding if you have not submitted all final reports from previous awards by November 30, 2019.

The Committee on Research, Awards and Leaves (CRAL) will review the proposals and make funding recommendations to the Provost. The evaluation criteria to be used by CRAL are included for your reference.

**An Important Note on External Funding:** The Office of Sponsored Programs must be consulted in any matter concerning external funding. Establishing an [InfoEd-SPIN](#) profile is a good way for faculty to learn about funding opportunities in particular disciplines and specialties; if interested, please contact the Office of Sponsored Programs at [osp@newpaltz.edu](mailto:osp@newpaltz.edu) or x3282.

## SUBMISSION OF DOCUMENTATION

One electronic copy of the application and cover sheet must be submitted by email to your department chair by **December 2, 2019**. The following items must be included in your application:

- Cover sheet
- Signed memo from department chair summarizing support
- Signed memo from dean summarizing support
- Project narrative (see description)
- Budget (budget format on page 3)
- Current Vitae
- Approval from Human Research Ethics Board (HREB) if applicable and available

Additional materials such as slides, photos, prints, media, etc., may be included with the proposal.

## AWARD APPLICATION CALENDAR

<b>December 2, 2019:</b>	Complete applications due via email to department chair.
<b>December 20, 2019:</b>	Department Chairs review applications, add recommendations, and forward all materials via email to Deans.
<b>January 10, 2020:</b>	Deans review applications, add recommendations, and forward all materials to the Office of Academic Affairs via email to: <a href="mailto:researchcreative@newpaltz.edu">researchcreative@newpaltz.edu</a> .
<b>January 17, 2020:</b>	Applications will be made available to CRAL for review.
<b>February 14, 2020:</b>	CRAL will make its recommendations to the Provost.
<b>March 2, 2020:</b>	Awards expected to be announced; HREB approval due in Academic Affairs.
<b>April 1, 2020:</b>	Deadline for awardees to notify Academic Affairs of acceptance or declination.

## PROJECT NARRATIVE

Research and Creative Projects Awards are highly competitive. Address all five topics below in a clear and concise manner, using terminology understandable to those unfamiliar with the field being studied. All applications should be individual. Where two or more individuals are applying for a joint project, each should submit a distinct proposal that carefully outlines their distinct roles in the project.

**Background and context for the project.** Describe the current state of the question, topic, or issue you wish to investigate.

**Problem or issue to be addressed in the project.** State the overall purpose of the project. Describe the need for the project and its potential significance to the discipline or field. Discuss the relationship of this project to your primary research or creative activity and/or to your teaching responsibilities.

**Methodology.** Discuss the methodology that will be utilized to enact this project and the fit of that methodology to the work.

**Expected outcomes or benefits.** Discuss the expected benefits or outcomes of this project in terms of your own professional development and/or to your teaching and to student engagement at New Paltz. Include discussion of the potential for the project to be awarded external funding. Does your proposed work strengthen the connections between student learning and faculty scholarship?

**Specific plans for completing and disseminating the project.** List specific plans and a timeline for the successful completion and dissemination of the project. Your plans and timeline should include, as applicable, 1) the research or artistic activity, the purchase of specialized equipment or materials, research travel, development of new course material; 2) dissemination of your research in a scholarly venue and/or via teaching or research with students.

**Discussion of Budget.** Provide a brief description of the purpose of the items requested in your budget. CRAL and/or the Provost may choose to partially fund a project if requested budget items do not clearly support the project outcomes. If you intend to hire a student assistant, explain how this project offers a learning experience not provided through standard programmatic activities. If this application is requesting partial support for a long-term project, describe the role of this grant in fulfilling your long-term project.

**Previous internal and/or external support.** Indicate all previous internal funding for this project including sources, dates, and amount of funding. If funding for this project was previously received through a Research

and Creative Projects Award, please include a copy of your final report and provide an assessment of the benefits and progress of the prior stages of this project.

## **CRITERIA BY WHICH PROJECTS WILL BE REVIEWED**

Project proposals will be scored according to the following criteria (the highest possible score is 30):

**Contribution (1-5):** Does the applicant persuasively and clearly describe the significance of this project to research in her/his disciplinary subject matter, to her/his teaching responsibilities, and/or to departmental or college-wide student learning goals?

**Dissemination (1-5):** Does the applicant outline clear and specific plans and a reasonable timeline for dissemination of the work in: an instructional environment such as a classroom, mentoring of student research, publications, databases, works of art or shows, receipt of grants, awards, or fellowships?

**Methodology (1-5):** Is the methodology explained clearly in a manner understandable to those unfamiliar to the field being studied? Does the methodology appear suitable to accomplish the goals and objectives?

**Capability (1-5):** Does the applicant have the demonstrated capability to perform the project?

**Budget (1-5):** Does the budget appear justified? Should partial funding be recommended if requested budget items do not clearly support the project goals and objectives?

**Tenured/permanent (0 or 5):** Pre-tenure tenure-track teaching faculty receive 5 points; tenured faculty or lecturers in renewable positions receive 0.

Other significant factors to be considered when evaluating project proposals are:

**HREB (yes or no):** If the project requires work with human subjects, the applicant must file with the Human Research Ethics Board (HREB). If filing with the HREB is required and is not done or is disapproved, or if a copy of the approval has not been provided to Academic Affairs by **March 1, 2020**, funding may not be awarded. HREB approval will require completion of a human subjects training program. Applicants may contact the Office of Sponsored Programs (x3282) for more information.

**Previous support/prior recipient (yes or no):** Please refer to section 5 of Project Narrative.

# BUDGET FORMAT

Use this page as a guideline when preparing your budget. Please indicate **only** the expenses that would be paid through the Research and Creative Projects Award. Expenses that will be paid through other funding sources should be detailed in section 5 of the project narrative. Expenses that fall outside of these guidelines may not be reimbursable. Requests for modifications to budgets must be submitted in writing to the Office of Academic Affairs for approval prior to usage of funds. Failure to do so may result in loss of funds.

**Student Assistance.** Costs are to be calculated on an hourly basis. Undergraduate students currently receive \$11.80 per hour. Written justifications for salaries exceeding \$11.80 per hour must be submitted to the Office of Academic Affairs before the appointment can be approved. Additional information on [Student Assistant Appointments](#) may be found on the Payroll Department web page. SUNY New Paltz faculty and staff are not eligible for payment through these funds. Support is not available for faculty release time during the academic year or for summer stipends.

- A. Job and explanation of need
- B. Number of hours x hourly rate = cost

TOTAL PERSONNEL \$\_\_\_\_\_

**Travel.** State policies will be followed for the reimbursement of all travel expenses. Missing or incomplete paperwork will be returned and may delay reimbursement. Each trip should be listed separately, itemizing transportation and lodging expenses. Meals and/or meal per diems are not eligible for reimbursement through this program. Automobile mileage should be computed at the current rate of \$0.58 per mile. Travel for conference attendance and conference registration fees are not eligible for funding through this program. Travel funds cannot be used to support travel for any individual other than the awardee.

- A. Destination and explanation of need
- B. Cost

TOTAL TRAVEL \$\_\_\_\_\_

**Supplies and materials.** Items falling into this category include laboratory supplies, books and journals, artist supplies, office supplies, computer supplies and software, small equipment items, etc. Note that IMS or IT may have equipment (e.g. tape recorders, cameras, video recorders, etc.) available to borrow for the duration of the project. IMS and IT must be consulted for approval of computer and/or media equipment. All equipment and non-consumable goods purchased become the property of the State of New York. The Office of Academic Affairs may place purchases made through this award in the Library or IMS.

- A. Item and explanation of need
- B. Cost

TOTAL SUPPLIES AND MATERIALS \$\_\_\_\_\_

**Other.** Costs not included in categories above. Duplicating costs, postage, publication related costs, and computer data searches should be included here. **Payments to research/survey participants cannot be funded through this program; please seek alternate funding sources for such payments.**

- A. Item and explanation of need
- B. Cost

TOTAL OTHER \$\_\_\_\_\_

**TOTAL COST OF THE PROJECT:** \$\_\_\_\_\_

# COVER SHEET: 2020-2021 RESEARCH AND CREATIVE PROJECTS AWARDS

NAME:

DEPARTMENT:

PROJECT TITLE:

AMOUNT OF FUNDING REQUESTED: \$ \_\_\_\_\_

If this project involve human subjects, has it been approved by the Human Research Ethics Board?

- Not applicable
- Yes, a copy of the approval is attached.
- Request for approval has been or will be submitted to the HREB. Applicant must provide a copy of the approval to Academic Affairs by **March 2, 2020**.

EXTERNAL/OTHER FUNDING SOURCES: List other sources of funding that you have sought for this project or related research/creative activity, and list any source(s) you plan to utilize. (Attach separate sheet if necessary.)

*I, the applicant, understand that all publications and materials resulting from this award must carry a statement acknowledging support by the State University of New York at New Paltz Research and Creative Projects Award Program.*

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_