

2024 Vancouver Global Impact Research Grant (GIRG)

New York Institute of Technology (NYIT) invites Vancouver faculty to apply to the GIRG Grant Program.

GIRG Grants are intended to seed:

- Faculty research, scholarship, and creative activity

Applications are due through January 31, 2024. Grants are one year and can begin as early as July 1, 2024, and must end either by June 30, 2025 or by August 31, 2025. The 8/31/2025 end date is only for *Summer Support for Students* and will be allowed with 12 and 14-month budgets.

HOW TO SUBMIT YOUR PROPOSAL

OSPAR will be accepting proposal submissions via the NYIT website through a secure form. The link to submit your proposal is here https://www.nyit.edu/ospar/upload_grant_proposal

WHO CAN APPLY?

Full Time Vancouver Faculty;

Part-time Faculty may be included as a Co-PI on an application.

WHAT ARE THE FUNDING PRIORITIES OF THE GIRG PROGRAM?

Faculty are encouraged to submit proposals that show potential for advancing the reputation of NYIT and/or the principal investigator, through a published paper, an exhibition, a book, an art show, and/or an externally funded grant, which is likely to result in some sort of permanent advancement of the field.

WHAT CAN BE FUNDED?

All of the following items can be funded during the period of these grants if they are directly related to faculty research, scholarship, creative projects.

- **Hourly wages for graduate and undergraduate student aides.** One of the goals of these grants is to expand support for students, including graduate assistants, to work with faculty advisors on their graduate research, thesis, senior project, etc. Thus, funds can be requested in support of students in the form of hourly wages.
- **Equipment, software, and books.**
- **Supplies and materials** such as those needed to conduct research, prepare exhibits, prepare a manuscript for publication, and the like.
- **Other reasonable expenses** as necessary to carry out your research/scholarship/creative/teaching activities.
- **Reassigned time, for up to a total of 3 Equivalent Lecture Hours (ELHs),** to pay an adjunct to teach the PI's class or classes in Fall 2024 or Spring 2025 while they undertake research or pursue scholarship or creative activities. Depending upon one's faculty rank and the time period involved, one or more of the following ELH rates would apply:

	<u>September 1, 2024– August 31, 2025</u>
Professor:	\$1,590 per ELH
Associate Professor:	\$1,545 per ELH
Assistant Professor:	\$1,500 per ELH
Instructor:	\$1,455 per ELH

Requests for ELHs should also include fringe benefits, calculated at a part-time 10% rate. Any faculty member requesting reassigned time should be prepared to take it if awarded. No faculty member will be paid for the release time. No faculty member can accept overload pay or bank ELH in the semester when release time from a grant is taken. The inclusion of a Dean's Letter of Support with the application signifies the Dean's agreement that the release time will be taken by the

faculty member during the award period. Any unused reassigned time will be forfeited. **If additional ELHs would make the PI exceed the allowable number based on the Collective Bargaining Agreement, do not request ELHs.**

WHAT KIND OF PROJECTS ARE FUNDED?

- Preliminary research that will result in the submission of a major grant (i.e., large-budget and or competitive external grant proposal being submitted to agencies like NSF or NIH)
- High-quality scholarly-level research in an academic discipline
- Significant creative work such as preparation for a major art exhibit
- Preparation of books (for a competitive high-quality publisher) and other high-quality venues
- Preparation of classroom projects specifically designed to involve NYIT students in research or other scholarly pursuits that are not already part of a course. Pedagogical ideas that will result in the submission of grants to the National Science Foundation, U.S. Department of Education, National Institutes of Health, Department of Defense, Department of Energy, or other national foundations like W.T. Grant.

WHAT IS THE RANGE OF TYPICAL AWARDS?

Awards are for a maximum of \$15,000 for 12-month/14-month projects. Grants for the current cycle will be awarded for project periods from **July 1, 2024, through June 30, 2025, or August 31, 2025**; the maximum duration is 14 months. Award periods correspond to NYIT's fiscal year, except for student support, which can be for the duration of the summer. **No award funds may be expended prior to July 1, 2024. Any award funds or release time unexpended as of August 31, 2025, will be forfeited.**

WHAT SHOULD BE INCLUDED IN AN APPLICATION?

- **Paper applications will not be accepted.** (See page 3 below for submission details)
- **The Proposal Requirements are outlined on the next two pages.**
- **Assemble the application materials as a single .pdf file in the following sequence**
 1. Cover Sheet (Separate Download at https://www.nyit.edu/ospar/internal_grants)
 2. Budget (including Budget Narrative) Use the template found at https://www.nyit.edu/ospar/internal_grants
 3. Abstract
 4. Proposed Scholarly Activity Project Description
 5. Implementation Plan
 6. Statement of Objectives, Specific Outcomes, Specific Aims
 7. Key Personnel and Prior Experience
 8. Dissemination Plan
 9. Long-Term Sustainability and Future Goals
 10. Curriculum Vitae for all investigators.
 11. Progress Report
 12. Dean's Letter of Support
 13. References
 14. Supporting Materials

GIRG PROJECT DESCRIPTION REQUIREMENTS: (Required Font Arial Size 11)

1. **Cover Sheet** (Found as separate attachment linked here https://www.nyit.edu/ospar/internal_grants) (not counted toward the page limit)
2. **Budget (including Budget Narrative) (4 pts) (not counted toward the page limit) Using the template found at https://www.nyit.edu/ospar/internal_grants**

List and total all expenses, using the sample budget as a guide. Total costs on a representative budget will typically range from \$2,000 to \$15,000 for a **12-month project or 14-month project**. Each expense should be briefly explained and justified. A narrative description of each item in the budget form must be included. Quotes or other evidence of costs of items can be included in the Supporting Materials Section, but are not required.
3. **Abstract (200-word summary) (not counted toward the page limit)**

4. **Proposed Scholarly Activity Project Description (68 pts total) (2 Pages, Single Spaced)**

- A. For STEM Projects:** Provide a description of the proposed scholarly activity. The description should be written in a manner understandable by those in different disciplines. Explanation of (i) the Significance, (ii) the Intellectual Merit, (iii) the Broader Impacts of the project, what is the research or scholarly or creative or pedagogical context for the project? What has been done previously by the PI or others on this subject? How will what is being proposed advance the specific field and/or be innovative? How will it enhance NYIT's reputation? Does this project align with NYIT's vision and mission? If so does NYIT have the resources to support this project? (training, technology or software, IT support, budget, etc.). Note if the research project will involve the participation of human subjects, it must undergo IRB review prior to the implementation of project assessment. Information about IRB guidelines can be found on the OSPAR website.
- B. For Humanities/Architecture Projects:** Describe the intellectual significance of the proposed project, including the project's potential to stimulate new research, and its relevance to larger questions in the humanities or architecture fields. Include information about the feasibility of the research design, including the appropriateness of the methods to answer an explicit set of humanities or architecture questions, and the project's ability to access the research site, a community, or other resources. This section should also include the impact on the external community if appropriate or how this proposed work will contribute to an intellectual discourse necessary for a better-informed society. Note if the research project will involve the participation of human subjects, it must receive IRB approval before initiation of the project. Information about IRB guidelines can be found on the OSPAR website.

Additional Information and materials are required to be included. The following sections 5-9 are for both options (STEM and Humanities/Architecture) and are worth a total of (28 pts) (maximum of 4pages single-spaced)

5. **Implementation Plan and Timetable (8 pts)**

Provide an implementation plan and timetable for how the proposed activity will be completed over the **12-month project or 14-month project**. Describe the likelihood that the project goals will be completed within the stated time frame.

6. **Statement of Objectives, Specific Outcomes, Specific Aims (8 pts)**

Provide a statement of objectives or describe the intended outcomes, including information on how the proposed scholarly activity will enhance student learning or real-world experience. This would be similar to the numbered list in the specific aims document for NIH grants or proposed objectives in a Humanities/Architecture (NEH) grant.

7. **Key Personnel and Prior Experience (4 pts)**

Describe the PI's prior experience, training, or pertinent expertise (if any) with the activities being proposed. This is not a reiteration of the PI's Bio sketch. This is a summary of the PI's experience related to this specific project or how the PI wants to gain new experience through implementing this project. Also, include a description of plans to involve graduate and/or undergraduate students and how they will interact with the project. You can indicate if there is a role that a student could play as key personnel in collecting information, providing social media services, researching background information, or shadowing in a way that they can learn the process of creating such work, for example writing a book or creating a piece of work to display. If a student-faculty research endeavor is proposed, the number of participating students (and their names and backgrounds/credentials if possible) should be identified. If there is no role for students in the project provide an explanation why that is the case.

8. **Dissemination Plan (4pts)**

Describe the plan to disseminate and share the results of this experience with an audience outside of NYIT. Does the PI intend to submit possible publications, present at a conference, publish a book, or exhibit at an event? If so

provide samples of exhibitions, the journals intended to target, or provide information about potential conferences. If you intend to invite students to describe their role in the dissemination, will they present or create a poster?

9. Long-Term Sustainability and Future Goals (4 pts)

Describe any plans to continue the proposed project past funding or if there are plans for follow-on proposal submissions to external sponsors.

THE FOLLOWING SECTIONS ARE REQUIRED BUT NOT COUNTED TOWARD THE PAGE LIMIT:

10. Curriculum Vitae for all investigators. Required to be in NEH, NSF, or NIH format [all can be downloaded from here https://www.nyit.edu/ospar/internal_grants] Select the appropriate format based on your discipline.

11. Dean's Letter of Support, expressing support for the project and approving any proposed reassigned time and/or use of NYIT facilities or other resources. This letter is required to be included in the application at the time of submission. **Please give the Deans ample notice and time to prepare. Co-PIs and additional faculty also need to provide separate Dean's Letters.**

12. References: Each reference must include the names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the Website address also should be identified. Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal.

13. Supporting Materials (optional). Append any supporting material that may be relevant.

IMPORTANT INFORMATION REGARDING YOUR SUBMISSION

- **Label the .pdf file, giving only the application type and your last name as the file name:**
GIRG_LastName.pdf
- **Upload the application at https://www.nyit.edu/ospar/internal_grants before 5:00 p.m. on January 31, 2024**
- **Your application must be properly assembled and complete at the time of submission. Incomplete applications and applications submitted piecemeal will be REJECTED.**

HOW TO SUBMIT, WHEN IS THE PROPOSAL DUE AND WHEN WILL I RECEIVE A RESPONSE?

An electronic copy of your proposal must be submitted at this link

https://www.nyit.edu/ospar/upload_grant_proposal no later than 5:00 p.m. on January 31, 2024

You will be sent an acknowledgment of receipt of your complete application via email. If you do not receive his acknowledgment within one week of submitting your application, contact the Office of Sponsored Programs and Research at grants@nyit.edu. If your proposal is incomplete you will receive a rejection notice via e-mail within one week. Decisions on your application are expected by April 1, 2024.

WHAT IS THE PROCEDURE FOR REVIEW OF PROPOSALS?

Proposals will be reviewed by a committee of NYIT faculty. This committee will make recommendations for awards to the Provost and the Vice Provost, who will make the final decisions. Committee members, appointed by the Vice Provost, will be tenured, active scholars and/or creative artists and/or outstanding teachers, representative of the different scholarly/creative/pedagogical approaches at NYIT, and will have themselves previously received an internal or external grant. The OSPAR Senior Director/ will serve as nonvoting staff to the committee.

For further details, please refer to the "[Procedure for Peer Review of ISRC and TLT Grants](https://www.nyit.edu/ospar/internal_grants)" posted at https://www.nyit.edu/ospar/internal_grants.

WHAT ARE THE TERMS AND CONDITIONS OF AWARDS?

Grant awards are administered in accordance with the Managing ISRC/TLT Grants policy, posted at https://www.nyit.edu/ospar/internal_grants, and other institutional policies and procedures as applicable.

Grantees are expected to complete the project as awarded. The project period will not be extended. Any significant re-budgeting of grant funds or change in scope requires prior approval from the Vice Provost, via a request to the Office of Sponsored Programs and Research. Prior approval requests should be e-mailed to Grants@nyit.edu

Award recipients are required to submit a final report, including a copy or copies of any resulting external proposal(s) and publications, at the conclusion of the award period. Instructions on reporting will be e-mailed to all grantees toward the close of the funding period.

If you have any questions regarding the GIRG program, please contact Dr. Jared Littman, Vice Provost for Research (516-686-1247) at jlittman@nyit.edu or in the Office of Sponsored Programs and Research, Tower House.