

NEW YORK INSTITUTE OF TECHNOLOGY

2018

Global Faculty Research and Creativity (GFRC) Grants

We are pleased to announce the request for proposals for the 2018 GFRC grants program. The NYIT contracted, full-time only faculty members at our global campuses are encouraged to apply. The purpose of the funds is to support faculty research, scholarship, and creative activity, or for specific innovative use of technology to improve teaching and learning.

This document, including the guidelines and application form, is available from your Campus Dean's office, and from the Academic Affairs web site at http://www.nyit.edu/academic_affairs/faculty_forms_resources.

WHO CAN APPLY?

Contracted, full-time faculty at NYIT global campuses (outside of New York).

WHAT CAN BE FUNDED?

All of the following items can be funded during the 2018 spring and summer terms if they are directly related to your research, scholarship, creative project, or to your specific innovative use of technology to improve teaching and learning:

- Students support for conducting research projects under direct supervision of the faculty proposer (*See Appendix 3 for requirements*).
- Equipment, software, and books (*See Appendix 3 for requirements*).
- Supplies and materials such as those needed to conduct research, prepare exhibits, etc. (*See Appendix 3 for requirements*).
- Conference expenses for presenting papers by PI (including travel, registration fees, hotel, food, etc...) as aligned with the NYIT Travel Policy (See Employee Handbook at <http://www.nyit.edu/policies/documents> . You will need your NYIT user name and password to access this site).
- Other reasonable expenses necessary to carry out your research/scholarship/creative/teaching activities.

WHAT IS THE RANGE OF TYPICAL AWARDS?

\$1,000 - \$5,000

GFRC FUNDING PRIORITIES

Preference for GFRC funding will be given to proposals that are likely to result in some sort of permanent advancement of the field (e.g. an externally funded grant, a peer-reviewed published paper, or an art show), to proposals involving cross-disciplinary research, to proposals that involve students in the faculty member's scholarly/creative activities, and to proposals that advance pedagogical innovations in the uses of educational technologies.

ARE THERE ANY EXCEPTIONS?

Course syllabi or non-technological curriculum development (except projects designed to help students become involved in research) will not be funded.

WHAT SHOULD BE INCLUDED IN AN APPLICATION?

For each GFRC Grant application you must send the following:

1. Cover sheet (attached at the end of this document, Appendix 1).
2. Brief description of the project, no longer than two, double-spaced pages including:
 - Statement of purpose; i.e., what do you want to do, how you will do it
 - Merit of this proposal and its broad impact
 - Explanation of the significance of your project. What is the research or scholarly or creative or pedagogical context for your project? What has been done previously by you or others on this subject? How will what you propose to do advance your field and/or be innovative? How will it enhance NYIT's reputation? Of what benefit will it be to our students?
3. Complete, up-to-date curriculum vitae, listing all career events including dates.
4. Budget. List individual expenses, as well as the total. You can use the sample budget as a guide (Appendix 2). Total costs on a representative budget will typically range from \$1,000 to \$5,000. **Each expense should be briefly explained and justified, and no funding request above \$5,000 total will be considered.**
5. IRB and/or IACUC Approvals: If the project will involve research on human or animal subjects, a separate application should be submitted to an NYIT Institutional Review Board or Institutional Animal Care and Use Committee, as appropriate, for approval or exemption. Although IRB or IACUC approval/exemption is not required at the time of application for a GFRC Grant, such approval(s) or exemption(s) must be obtained prior to issuance of an award, and they must be kept current until such time as the data have been published.
6. Any additional supporting material you wish to include in an appendix.

WHEN IS THE PROPOSAL DUE AND WHEN WILL I RECEIVE A RESPONSE?

An electronic copy of your proposal should be emailed to **Interim Assistant Provost Sheri Kelleher (skellehe@nyit.edu)** in the Office of Academic Affairs by **March 5, 2018, with a copy to your campus dean and academic Dean**. We will send acknowledgement of receipt of your application via email. If you do not receive this acknowledgement within one week of submitting your application, please contact the Office of Academic Affairs. Awards will be administered by the Office of Academic Affairs.

REVIEW OF PROPOSALS

A Review Committee, appointed by the Provost, will evaluate all proposals and will make recommendations. Provost makes the final decision about these awards.

PROJECT REPORTS

At the conclusion of the project award period, and no later than August 20, 2018, award recipients will be required to submit a final report via email. This report should include the following elements:

- 1) A report (or paper) about the project undertaken over the Spring and Summer semesters. If selected, this report may be showcased at the Annual Faculty Scholar reception sponsored by the Office of Academic Affairs.
- 2) A detailed summary of all expenses incurred for the project, within the limit of the grant amount awarded. **List items purchased on your NYIT Procurement Card.** (see template and coding in Appendix 4);
- 3) A regular NYIT expense report corresponding to the summary described in 2). Please, follow the Global Faculty Expense Report Guidelines, available at your Campus Dean's office.
- 4) ***IMPORTANT: At the conclusion of your project, and along with your Expense Report, please, provide a revised version of your original budget proposal with a final budget breakdown that does exactly correspond to the total amount you have been granted.***

Upon completion of your project report, please email **Interim Assistant Provost Sheri Kelleher (skellehe@nyit.edu)** in the Office of Academic Affairs by **August 20, 2018**.

Appendix 2. SAMPLE BUDGET FORM*

EXPENSE CATEGORIES		DESCRIPTION	EXPENSE ITEM	# UNIT	AMOUNT	
1	STUDENT SUPPORT SERVICES**	a	Undergraduate Student Support:	\$7.00/hour, part-time	20	\$140.00
		b	Graduate Student Support:	\$12.00/hour, part-time	60	\$720.00
2	EQUIPMENT**	(List vendors/costs)				
3	SOFTWARE**	(List vendors/costs)				
4	BOOKS					
5	CONFERENCE EXPENSES	a	XXXX Conference	RT Airfare New York/Houston	1	\$600.00
		b	Ground Transportation	\$30 (to or from airport)	2	\$60.00
		c	Registration fee	Individual rate	1	\$500.00
		d	Hotel	\$125/night	2	\$250.00
		e	Meals & Incidentals	3 meals/day = \$45/day	3	\$135.00
6	OTHER	(Publication cost/page charges, etc.)				
					TOTAL:	\$2,405.00

* Remember to include a brief explanation and justification of each item in your proposal.

** Please, refer to Appendix 3.

Appendix 3

A. Payments for Student Support Services

- a. Please note it is strictly forbidden by NYIT Financial policies for you to pay directly any student helping you for your project.
1. ALL students hired for helping in your research project should be regularly registered in Oracle for direct payment by NYIT Finance office. Please, make sure that the students you have identified fill the required paperwork as per the campus dean's office directions (same process as for adjunct payments, or for student assistants). This process will ensure 1) that the students are authorized to work in the country where your campus is located, and 2) that they can be entered properly in the system. In addition:
 - a. You will need to provide a short job description of the tasks that each student needs to perform for you.
 - b. You should determine the number of hours worked and the hourly rate for each student, which should be included in the job description document. During the period where the student helper(s) works for you, please, make sure to keep a precise and separate day-to-day completed log of hours actually worked.
2. Once these students are properly registered with Finance, NYIT will pay them directly based on the number of hours worked and the hourly rate you defined. ***At the conclusion of your project, please, send the full student paperwork and the student log of worked hours to Interim Assistant Provost Sheri Kelleher (skellehe@nyit.edu) in the Office of Academic Affairs, so it is verified and processed to Finance.***

B. Payments for Research Equipment, Hardware, or any other Vendor Services

- a. Please note it is strictly forbidden by NYIT Financial policies for you to pay directly for these goods or services.
1. If you have identified any equipment, hardware, or other vendor services necessary for your research, you should not pay upfront yourself for these goods or services. Instead, you will complete an NYIT procurement card application (login is required): https://www.nyit.edu/administrative_offices/procurement_card.
2. On the procurement application, please be sure to list:
 - a. The **Activity number** (from your campus Dean)
 - b. Under Cardholder Profiles select "NYDC" and input your awarded amount
 - c. For the **DECLING BALANCE CARD** please be sure to put the usages dates (March 2018 - August 2018)
 - d. Please make sure you get the approval of your campus Dean before sending to **Sheri Kelleher (skellehe@nyit.edu)** who will obtain the Provost signature.

Appendix 4. Sample GFRG Expense Summary

Expense Description	Reason for Expense	Expense Category (as per the coding table below)	Date of Expense (MM/DD/YYYY)	Amount (Local Currency)	Amount (USD)	Receipt/Invoice reference number

Allowed Expense Categories		
1	Students Support Expenses	
2	Equipment	
3	Software	
4	Books	
5	Conference expenses	
	5.a	Travel
	5.b	Registration fees
	5.c	Accommodation
5.d	Meals & Incidentals	
6	Other	