

2022 INSTITUTIONAL SUPPORT OF RESEARCH AND CREATIVITY (ISRC) AND TEACHING AND LEARNING WITH TECHNOLOGY (TLT) GRANTS PROGRAM

New York Institute of Technology (NYIT) invites faculty to apply to the ISRC and/or TLT Grants Program. ISRC and TLT Grants are intended to seed:

- faculty research, scholarship, and creative activity, and
- faculty innovation in the usage of technology to enhance pedagogy and strengthen teaching and learning.

Priority will be given to high quality proposals submitted by new investigators and/or investigators conducting highly innovative work that represents a significant change in research direction or tests new methods or techniques.

Applications are due on December 13, 2021 Grants are one year and can begin as early as July 1, 2022, and must end by June 30, 2023. Guidelines and application forms for these grants are available from the Deans, from the Academic Affairs web site at: https://www.nyit.edu/academic_affairs/faculty_forms_resources and from the Sponsored Programs and Research web site at https://www.nyit.edu/ospar/internal_grants/.

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?

Tenured, tenure-track faculty, of the AAUP covered by the Collective Bargaining Agreement at NYIT are welcome to apply as Principal Investigators for the ISRC and TLT grants. Clinical track and teaching track members of the AAUP covered by the Collective Bargaining Agreement at NYIT are welcome to only apply as Principal Investigators on TLT grants. Other NYIT full-time faculty (including NYIT College of Osteopathic Medicine and Global Faculty) and Adjuncts, may be included on the application but only as Co-Principal Investigators, Co-Investigators, Collaborators, or project Consultants. However, the maximum number of applications on which an individual faculty member can be listed in a single year is two (2). An individual faculty member can request release time from only one application.

WHAT ARE THE FUNDING PRIORITIES OF THE ISRC AND TLT PROGRAMS?

Faculty are encouraged to submit proposals that show potential for attracting external grant funding and which are likely to result in some sort of permanent advancement of the field (e.g., a published paper, an art show, and/or a funded grant). It is important to include any information regarding external funding secured from previous ISRC grants for any new applications.

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) **(ISRC Grant)**
- High quality scholarly level research in an academic discipline **(ISRC Grant)**
- Significant creative work such as preparation for a major art exhibit **(ISRC Grant)**
- Preparation of books (for a competitive high-quality publisher) and the like for high quality venues **(ISRC Grant)**
- Preparation of classroom projects specifically designed to involve NYIT students in research or other scholarly pursuits that are not already part of a course **(ISRC Grant, or TLT Grant if technology is involved)**
- Pedagogical ideas that will result in 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, etc. **(ISRC or TLT Grant)**
- Technological curriculum development, including projects designed to help students become involved in research, that will have application to broader groups **(TLT Grant)**
- Innovative uses of technology to enhance teaching and learning that can be a foundation for external support **(TLT Grant)**

IMPORTANT NOTE: You can apply for both an ISRC Grant and a TLT Grant if you submit two separate applications. However, these applications must be completely different in aim and scope. Moreover, no faculty member may be listed on more than two ISRC or TLT applications in a given cycle. An individual faculty member may request release time via only one application.

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, or specific innovative use of technology to enhance pedagogy and student learning:

- **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.
- * Fringe is no longer required for student workers
- **Equipment, software, and books.**
- **Supplies and materials** such as those needed to conduct research, prepare exhibits, prepare a manuscript for publication, and the like.
- **Reassigned time, for up to a total of 3 Equivalent Lecture Hours (ELHs),** to pay an adjunct to teach your class or classes in fall 2022 or spring 2023 while you undertake research or pursue scholarship or creative activity. Depending upon one's faculty rank and the time period involved, one or more of the following ELH rates would apply:

	<u>September 1, 2022 – August 31, 2023</u>
Professor:	\$1432.50 per ELH
Associate Professor:	\$1402.50 per ELH
Assistant Professor:	\$1357.50 per ELH
Instructor:	\$1312.50 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. 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 you exceed the allowable number based on the Collective Bargaining Agreement, do not request ELHs in your ISRC/TLT Proposal.

- **Other reasonable expenses** necessary to carry out your research/scholarship/creative/ teaching activities.

WHAT IS THE RANGE OF TYPICAL AWARDS?

Awards are for a maximum of \$15,000 for one year. Grants for the current cycle will be awarded for project periods from July 1, 2022 through June 30, 2023; the maximum duration is 12 months. Award periods correspond to NYIT's fiscal year. No award funds may be expended prior to July 1, 2021. Any award funds or release time unexpended as of June 30, 2023 will be forfeited. No ISRC or TLT award may be carried over into the next fiscal year.

WHAT SHOULD BE INCLUDED IN AN APPLICATION?

- **Paper applications will not be accepted. (see page 5 for submission details)**
- **The Proposal Requirements are outlined on the next two pages.**
- **Assemble your application materials as a single .pdf file in the following sequence**
 1. Cover Sheet
 2. Budget (including Budget Narrative)
 3. Abstract
 4. Project Description
 5. NSF Biosketch Format for all investigators (3-page maximum) or NEH Biosketch Format (2-pages)
 6. Progress Report
 7. Dean's Letter of Support,
 8. Supporting Materials (optional).

ISRC PROJECT DESCRIPTION REQUIREMENTS:

1. **Cover Sheet** (Found on Page 8 of this document)
2. **Budget (including Budget Narrative) (10 pts)**

List and total your expenses. You can use 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. Each expense should be briefly explained and justified. A narrative description of each item in your budget form must be included. If you would like to attach quotes or other evidence of costs of items they can be included in the Supporting Materials Section.
3. **Abstract** (200-word summary)
4. **Project Description (90 pts total)** (4 pages maximum which includes graphs, charts and figures. References should be added under Supporting Materials and will not be included in the 4-page limit for the Project Description.). Sections required depend on which grant you are applying for so please pay careful attention to the Description Requirements for each grant.
 - a. **Proposed Scholarly Activity (20 pts)**

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 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? 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.)
 - b. **Target Population (15 pts)**

Describe your plans to involve graduate and/or undergraduate students and how they will interact with the project. If a student-faculty research endeavor is proposed, the number of participating students (and their names and backgrounds/credentials if possible) should be identified. Note if the research project will involve participation of human subjects, it must undergo IRB review prior to the implementation of project assessment. Be sure to read about IRB guidelines on the OSPAR website. If this is a creative work indicate if there a role that a student could play in collecting information, providing social media services, researching background information or shadowing you 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.
 - c. **Statement of Objectives and Outcomes (15 pts)**

Provide a statement of objectives and describe the intended outcomes, include information on how the proposed scholarly activity will enhance student learning or real-world experience.
 - d. **Assessment Plan (15pts)**

Provide a plan to determine how you will measure the success of the scholarly activity.
 - e. **Prior Experience (5 pts)**

Describe the PI's prior experience, training, or pertinent expertise (if any) with the activities being proposed.
 - f. **Implementation Plan and Timetable (10 pts)**

Provide an implementation plan and timetable for proposed activity to be completed over the 12-month funded period.
 - g. **Dissemination Plan (5 pts)**

Describe how you intend to disseminate and share results of this experience with an audience outside of NYIT. Do you intend to submit possible publications? If so provide samples of the journals you intend to target or if you plan to present at a conference provide information about the conference and whether you will invite students to participate in the conference activity.
 - h. **Long Term Sustainability and Future Goals (5 pts)**

Provide a description on any plans to continue the proposed project past funding or if you have any follow-on proposal submissions to external sponsors.
5. **Curriculum Vitae for all investigators. The CV should be in National Science Foundation NSF Bio sketch Format which can be found at <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp> (3-page maximum). For those that would like to use the NEH Biosketch Format please see pg 5 of this RFP.**
6. **Progress Report** (1 page). Provide a **narrative report on progress** of your most recent ISRC or TLT Grant. Also include a list of all peer-reviewed publications and externally funded grants resulting from the award. (Maximum of 1-page total)
7. **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 should be included in the application at the time of submission. **Please give your Dean ample notice and time to prepare.** Co-PIs and additional faculty also need separate Dean's Letters.
8. **Supporting Materials** (optional). Append any supporting material you wish to include.

TLT PROJECT DESCRIPTION REQUIREMENTS:

1. Cover Sheet (Found on Page 8 of this document)

2. Budget (including Budget Narrative) (10 pts)

List and total your expenses. You can use 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. Each expense should be briefly explained and justified. A narrative description of each item in your budget form must be included. Please include quotes for any single item over \$5,000. These and other evidence of costs of items can be included in the Supporting Materials Section.

3. Abstract (200-word summary)

4. Project Description (90 pts total) (4 pages maximum which includes graphs, charts and figures. References should be added under Supporting Materials and will not be included in the 4-page limit for the Project Description.). Sections required depend on which grant you are applying for so please pay careful attention to the Description Requirements for each grant.

a. Proposed Scholarly Activity (20 pts)

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 your project, what is the technology that you intend to integrate with your teaching and how do you hope it will enhance student learning? What has been done previously by you or others with this technology? How will what you propose, advance using technology in your pedagogical techniques in your field and/or be innovative? How will it enhance NYIT's reputation? Does this project align with NYIT's vision and mission? If so, how? Does NYIT have the resources to support this project? (training, technology or software, IT support, budget, etc.)

b. Target Population (15 pts)

Describe your plans to involve graduate and/or undergraduate students and how they will interact with the project. Describe whether your activities will include technological curriculum development, and how the projects design will help students become involved in research, and whether it will have applications to broader groups and what those groups might be.

c. Statement of Objectives and Outcomes (15 pts)

Provide a statement of objectives and describe the intended outcomes, include information on how the proposed technology integration will benefit student learning or impact their experience at NYIT.

d. Assessment Plan (15 pts)

Provide a plan to determine how you will measure the success of the integration of the technology into your teaching and how you intend to measure student learning gains. Identify and describe at least one assessment strategy or technique that you will use some examples can be found at <https://salgsite.net/>.

e. Prior Experience (5 pts)

Describe the PI's prior experience, training, or pertinent expertise (if any) with the activities being proposed.

f. Implementation Plan and Timetable (10 pts)

Provide an implementation plan and timetable for proposed activity to be completed over the 12-month funded period.

g. Dissemination Plan (5 pts)

Describe how you intend to disseminate and share results of this experience with an audience outside of NYIT. Do you intend to submit possible publications? If so provide samples of the journals you intend to target or if you plan to present at a conference provide information about the conference and whether you will invite students to participate in the conference activity.

h. Long Term Sustainability and Future Goals (5 pts)

Provide a description on any plans to continue the proposed project past funding or if you have any follow-on proposal submissions to external sponsors.

5. Curriculum Vitae for all investigators. The CV should be in National Science Foundation NSF Bio sketch Format which can be found at <https://www.nsf.gov/bfa/dias/policy/biosketch.jsp> (3- page maximum). For those that would like to use the NEH Biosketch Format please see pg 5 of this RFP.

6. Progress Report (1 page). Provide a **narrative report on progress** of your most recent ISRC or TLT Grant, if any. Also include a list of all peer-reviewed publications and externally funded grants resulting from the award. (Maximum of 1-page total)

7. 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 should be included in the application at the time of submission. **Please give your Dean ample notice and time to prepare.** Co-PIs and additional faculty also need separate Dean's Letters.

8. Supporting Materials (optional). Append any supporting material you wish to include.

NATIONAL ENDOWMENT FOR THE HUMANITIES BIOSKETCH FORMAT – 2 PAGES

1. Name, Campus Location, School Department, Title
2. Current and past positions
3. Education: list degrees, dates awarded, and titles of theses or dissertations
4. Awards and honors: include dates. If you have received prior support from any funding agency, indicate the dates of these awards and the products that resulted from them
5. Publications: include full citations for publications and presentations.
6. Other relevant professional activities and accomplishments: include your level of competence in any relevant foreign languages

IMPORTANT INFORMATION REGARDING YOUR SUBMISSION

- **If you are submitting separate applications for both grant programs (ISRC and TLT), then you must prepare and submit a separate .pdf file for each application.**
- **Label the .pdf file, giving only the application type and your last name as the file name:**
ISRC_LastName.pdf (for ISRC applications)
TLT_LastName.pdf (for TLT applications)
- **Upload the application(s) on the link in the form before 5:00 p.m. on December 13, 2021.**
The subject line of the e-mail must be labeled with your last name and the application type.
- **Your application must be properly assembled and complete at the time of submission. Incomplete applications and applications submitted piecemeal will be REJECTED.**

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

An electronic copy of your proposal must be submitted in the link on the form no later than 5:00 p.m. on December 13, 2021.

You will be sent an acknowledgement of receipt of your complete application via email. If you do not receive his acknowledgement 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. You should receive a decision on your application by April 1, 2022.

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, who will make the final decisions. Committee members, appointed by the 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” 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](https://www.nyit.edu/ospar/internal_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 Provost, via a request to the Office of Sponsored Programs and Research. Prior approval requests should be e-mailed to the attention of Eileen Gazzola (egazzola@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 ISRC-TLT programs, please contact Dawn Grzan (516-686-7737; dgrzan@nyit.edu) or Eileen Gazzola (516.686.7488; egazzola@nyit.edu) in the Office of Sponsored Programs and Research, Tower House, Room B11.

BUDGET FORM¹

Note: The following budget and budget justification are samples and are provided for illustrative purposes only.

ISRC-TLT Grant Budget Form						
PERSONNEL COSTS						
SENIOR PERSONNEL						
Name - Reassigned Time	Role	# of ELHs	ELH Rate	Subtotal ELH	Fringe Benefits (10%)	Total Request
Principal Investigator Name	PI	3	\$ 1,402.50	\$ 4,207.50	\$ 420.75	\$ 4,628.25
Co-Principal Investigator's Name	CoPi	0	\$ 1,357.50	\$ -	\$ -	\$ -
OTHER PERSONNEL						
Name/Position		Hours	Hourly Rate	Subtotal Wages	Fringe Benefits(10%)	Total Other Personnel
Graduate Students (To Be Named)	Research Assistant	50	\$ 18.00	\$ 900.00	\$ -	\$ 900.00
Undergraduate Students (To Be Named)	Research Assistant	50	\$ 15.00	\$ 750.00	\$ -	\$ 750.00
Total Personnel Costs:						\$ 6,278.25
TRAVEL						
				Number	Unit Cost	Total Travel
Local Transportation				2	\$ 100.00	\$ 200.00
Hotel				1	\$ 150.00	\$ 150.00
Meals				3	25	\$ 75.00
						\$ -
						\$ -
Total Travel Costs:						\$ 425.00
EQUIPMENT						
				Number	Unit Cost	Total Equipment
I mac Computer				1	\$ 1,299.00	\$ 1,299.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Equipment costs :						\$ 1,299.00
MATERIALS						
				Number	Unit Cost	Total Other
KD Scientific Laboratory Syringe Pump				1	\$ 550.00	\$ 550.00
Ink Cartridges				3	\$ 60.00	\$ 180.00
Air Liquid Gas Cylinders				4	\$ 25.00	\$ 100.00
						\$ -
						\$ -
Total Material Costs:						\$ 830.00
OTHER EXPENSES						
				Number of Days	Daily Rate	Total Materials
Consultant Costs				2	\$ 200.00	\$ 400.00
						\$ -
						\$ -
						\$ -
Total Other Costs:						\$ 400.00
TOTAL GRANT REQUEST						\$ 9,232.25

¹ Remember to include a brief explanation and justification of each item, and to budget for 10% fringe benefits for any reassigned time, or for hourly wages for NYIT personnel, but not students. NYIT will pay the current Internal Revenue Service standard mileage rate for official travel by private automobile, based on the actual driving distance by the most direct route. NYIT will reimburse the reasonable cost of meals for overnight travel. Please follow the guidelines at NYIT's [Travel and Entertainment Policies](#). Receipts must be submitted. Equipment of <\$5,000.00 unit cost should be included with Materials rather than with Equipment. Capital equipment of ≥\$5,000.00 unit cost should be categorized as Equipment.

BUDGET JUSTIFICATION (Sample)

Personnel:

The **Principal Investigator** will be responsible for the conduct of the project in collaboration with the Co-PI, and will devote three (3) Equivalent Lecture Hours to the project during the fall semester, for which reassigned time is requested at a rate of \$1402.50 per ELH. The total, including 10% fringe benefits, will be \$4628.25

The **Co-Principal Investigator** will share responsibility for the conduct of the project and will contribute 1 month of effort to the project during the academic year at no cost to the grant.

One (1) to-be-named NYIT **Graduate Student** and one (1) NYIT **Undergraduate Student** will participate in the project as Research Assistants, for which they will be paid at a rate of \$18.00 and \$15.00 per hour, respectively. Each RA will devote 50 hours to the project. Wages for the graduate and undergraduate RAs will total **\$900**, and **\$750** respectively.

Travel:

The PI will visit the field site to set up and calibrate the equipment and to collect air samples, for which partial travel support, in the amount of **\$425.00**, is requested. This amount will cover two (2) cab fares at \$50.00 each (\$100.00), hotel for one night (\$150.00), and meals for one person (\$75.00).

Travel costs for the Co-PI for the purpose of sample collection will be defrayed by his school.

Equipment:

One 21.5 Inch IMac will be purchased at the unit rate of **\$1,299.00**. This device is an integral component and will be used to run plasma simulation and analyze data using scientific software.

Materials:

One (1) KD Scientific Laboratory Syringe Pump will be purchased at a unit cost of **\$550.00**. This device is an integral component of the sampling apparatus and is considered essential for the project.

Three (3) ink cartridges will be purchased at a unit cost of \$60.00 (Subtotal: **\$180.00**), for the purpose of generating high-resolution color images and graphical comparisons for data analysis and presentation. In addition, four (4) CO₂ cylinders, required for the trace gas extraction system, will be purchased from a supplier (Air Liquide) at a unit cost of \$25.00, including shipping and handling (Subtotal: **\$100.00**).

Consultant:

A statistical consultant will be retained at a rate of \$200.00/day for 2 days, to assist with data analysis and the evaluation of errors due to ion corrections. The total requested for consultant costs is **\$400.00**.

TOTAL:

The total requested for Personnel Costs (**\$6278.25**, including reassigned time and fringe benefits, and Other-Than-Personnel Costs (Travel + Materials + Other Expenses: **\$2,954.00**) is **\$9,232.25**.

APPLICATION FOR 2022 ISRC AND TLT GRANT

Project Title:			
Principal Investigator (PI) Name:			
	Last	First	MI
Office Address:			
Department:	School:	Campus:	
Tenured; Clinical; Other?	This is an application for (check one):		ISRC TLT

[List all Co-PIs on the project with their addresses, departments, schools, campuses, and tenure status.]			
Co-PI Name:			
	Last	First	MI
Office Address:			
Department:	School:	Campus:	
Tenured; Clinical; Other?			
Co-PI Name:			
	Last	First	MI
Office Address:			
Department:	School:	Campus:	
Tenured; Clinical; Other?			
Co-PI Name:			
	Last	First	MI
Office Address:			
Department:	School:	Campus:	
Tenured; Clinical; Other?			

1. Please provide a 200-word summary of this proposal. (Attach a separate sheet.)		
2. Budget Amount Requested \$		
3. Have you applied (or will you apply) to another organization for funding the same project? (If yes, list the organization.)	Yes	No

If this application is for an ISRC Grant:		
Have you ever applied for a NYIT/AAUP or ISRC Grant previously?	Yes	No
Have you ever received a NYIT/AAUP or ISRC Grant previously?	Yes	No
If you answered yes to question 2, did your NYIT/AAUP or ISRC Grant result in any external grants? <u>If yes, list all resulting grants.</u>	Yes	No
If you answered yes to any of the above questions, attach details (in supporting materials). (How many grants did you apply for and/or receive? For what purpose did you request those grants? In what years did you apply? If you received one or more grants, how much was awarded? Include a one-page report of the results of your most recent NYIT-AAUP or ISRC Grant, <u>including a list of the peer-reviewed publications that resulted from the grant.</u>)		

If this application is for a TLT Grant		
Have you ever applied for a TLT Grant or CTLT Fellowship previously?	Yes	No
Have you ever received a TLT Grant or CTLT Fellowship previously?	Yes	No
If you answered yes to question 2, did your TLT Grant or CTLT Fellowship result in any external grants? <u>If yes, list all resulting grants.</u>	Yes	No
If you answered yes to any of the above questions, attach details (in supporting materials). (How many grants or fellowships did you apply for and/or receive? For what purpose did you request those grants or fellowships? In what years did you apply? If you received one or more grants or fellowships, how much was awarded? Include a one-page report of the results of your most recent TLT Grant or CTLT Fellowship, <u>including a list of all resulting peer-reviewed publications.</u>)		