

**2023 INSTITUTIONAL SUPPORT OF RESEARCH AND CREATIVITY (ISRC) AND  
TEACHING AND LEARNING WITH TECHNOLOGY (TLT) GRANTS PROGRAM**

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**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. There are two options within the ISRC application guidelines to address both the STEM and Humanities/Architecture disciplines.*

**Applications are due on December 12, 2022. Grants are one year and can begin as early as July 1, 2023, and must end either by June 30, 2024 or by August 31, 2024. Summer Support for Students will be allowed with 12 and 14-month budgets.** 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](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/](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](https://www.nyit.edu/ospar/upload_grant_proposal)

**WHO CAN APPLY?**

Tenured and 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 only permitted to 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 in either competition, but only as Co-Principal Investigators, Co-Investigators, Collaborators, or project Consultants. 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 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, 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 benefits are no longer available 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.
- **Other reasonable expenses** 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 2023 or Spring 2024 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:

September 1, 2023 – August 31, 2024

Professor:	\$1530 per ELH [official rate to be determined by contract.]
Associate Professor:	\$1485 per ELH [official rate to be determined by contract.]
Assistant Professor:	\$1440 per ELH [official rate to be determined by contract.]
Instructor:	\$1395 per ELH [official rate to be determined by contract.]

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 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) (**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 other 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 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, 2023 through June 30, 2024 or August 31, 2024**; 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, 2023. Any award funds or release time unexpended as of August 31, 2024 will be forfeited.** No ISRC or TLT award may be carried over into the next fiscal year unless you outline a 14-month project.

### **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 12, 2022**  
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.**

## **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](https://www.nyit.edu/ospar/internal_grants) )
  2. Budget (including Budget Narrative) Use template found at [https://www.nyit.edu/ospar/internal\\_grants](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

## **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](https://www.nyit.edu/ospar/upload_grant_proposal) no later than 5:00 p.m. on December 12, 2022.**

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](mailto: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, 2023.

## **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, to meet the criteria list in the CBA, 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](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](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](mailto: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](mailto:dgrzan@nyit.edu) ) or Eileen Gazzola (516.686.7488; [egazzola@nyit.edu](mailto:egazzola@nyit.edu)) in the Office of Sponsored Programs and Research, Tower House, Room B11.

## **ISRC PROJECT DESCRIPTION REQUIREMENTS:**

1. **Cover Sheet** (Found as separate attachment linked here [https://www.nyit.edu/ospar/internal\\_grants](https://www.nyit.edu/ospar/internal_grants)) (not counted toward page limit)
2. **Budget (including Budget Narrative) (8 pts) (not counted toward page limit)** Using the template found at [https://www.nyit.edu/ospar/internal\\_grants](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 page limit)**
4. **Proposed Scholarly Activity Project Description (72 pts total) (2 Pages Double 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 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 external community if appropriate or how this proposed work will contribute to an intellectual discourse necessary to a better-informed society. Note if the research project will involve participation of human subjects, it must receive IRB approval prior to initiation of the project. Information about IRB guidelines can be found on the OSPAR website.

**Additional Information & Materials required to be included. The following sections 5-9 are for both options (STEM and Humanities/Architecture) and are worth a total of (20 pts) (maximum of 8 pages double spaced)**

5. **Implementation Plan and Timetable (4 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 (4 pts)**  
Provide a statement of objectives or describe the intended outcomes, include 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 Biosketch. This is a brief 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

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 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, 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 describe their role in the dissemination, will they present or create a poster.

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

Provide a description on 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](https://www.nyit.edu/ospar/internal_grants)] Select appropriate format based on your discipline.**

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

**12. 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 Deans ample notice and time to prepare. Co-PIs and additional faculty also need to provide separate Dean's Letters.**

**13. 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.

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

## **TLT PROJECT DESCRIPTION REQUIREMENTS:**

1. **Cover Sheet** (Found as separate attachment linked here [https://www.nyit.edu/ospar/internal\\_grants](https://www.nyit.edu/ospar/internal_grants)) (not counted toward page limit)
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**For Both STEM and Humanities/Architecture 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 of the new technology in the classroom, (ii) the Intellectual Merit of the new technology in the classroom, (iii) the Broader Impacts of the project, what is the technology that will be integrated in the teaching plan and how will it enhance student learning? What has been done previously by the PI or others with this technology? How will this project advance using technology in the classroom? How will it improve the pedagogical techniques in the related 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.). How will you measure the effectiveness in the classroom? You might want to review this site <https://salgsite.net/>. Note if the research project will involve participation of human subjects, it must receive IRB approval prior to initiation of the project. Information about IRB guidelines can be found on the OSPAR website.

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

Provide a description on 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:**

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

12. **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 Deans ample notice and time to prepare. Co-PIs and additional faculty also need to provide separate Dean's Letters.**

13. **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.

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