

Minutes of the LACUNY Professional Development Committee
Grants Workshop
Friday, November 11, 2014 CUNY Office
205 E. 42nd Street, Room 962
2:00pm-4:00pm

Present: Emma Antobam (BCC), Ida Bazan(MEC), Marla Bladec (JJ), Alexandra deLuise (QC), Beth Evans (BC), Yoko Inagi (CCNY), Megan Lacy (GCC), Richard Markgraf (RFCUNY), Kanu Nagra (BMCC), Steven Ovadia (LGCC), Katherine Sifford (RFCUNY), Shawnta Smith (GC), Gioia Stevens (GC), Simone L. Yearwood (QC)

Meeting Called to Order at 2:07

Introductions.

Speakers:

1. **Beth Evans** (Brooklyn College): Evans has been a grant reviewer for 3 years. With her experience, she offered her recommendations and shared useful knowledge. Evans opened with a matching activity for the attendees to participate in. This activity conveyed the variety of proposals submitted to the PSC-CUNY Research Award Program.
 - a. CUNY Research Foundation supports the work of CUNY faculty.
 - b. Comes from our union and is negotiated in the PSC CUNY contracts.
 - c. Applications fall under one of 3 award levels:
 - Traditional A, \$1-\$3500
 - Traditional B, \$3600-\$6000
 - Enhanced, \$6,500-\$12,000
 - d. Open to all Faculty to apply (tenured or junior faculty).
 - e. Proposals can be placed outside of the proposer's field.
 - f. The fewer funds requested the more likely one will receive a grant. There is more scrutiny when requesting more money.
 - g. Proposers are allowed to submit the same project more than once.
 - h. Money awarded covers supplies, materials and services all germane to the project.
 - Currently desktops and laptops can be purchased as long as proposers specify what goals they will help achieve for the proposal.
 - All equipment remains property of CUNY University.
 - i. Limitations
 - Readers and iPad are not allowable devices.
 - Grant will not cover a journal subscription or internet service.
 - j. Travel
 - Primary expense proposers request to have covered.
 - Researchers cannot travel for more than 60 days.

- Standard state rule on per diem lodging allowances apply.
- Dates of travel should take place within the grant year(s). Special dispensation is granted to extremely extenuating circumstances.

k. Evaluators

- Evaluators are looking for significance, originality, scholarly and the scientific merit of each proposal.
- RFCUNY website offers proposers to view the Evaluation Criteria section. Provides a list of questions to ask before submission.
- Evaluators want to know if you have been active (publish, conference, service) recently. Some are strict about proposers not doing anything in the last 8 years. It is understood that new junior faculty are not expected to provide an incredible amount of activity.
- Grades are from 1 (poor) to 5 (excellent). Proposers do not see these grades. When an evaluator gives less than 2 he/she must fill out a form explaining why the application was poor.

l. The final write up

- There are acceptable formats for describing and submitting a project description.
- Spelling and grammar counts.
- Most evaluators are looking for 3 page write ups with abstracts. Abstracts must be clear.
- CV is not required for submission but expect to include a list of publications with the proposal submission.

m. Fallen proposals include

- Proposal for a student mobile device.
- Technology purchase that is inappropriate.
- Travel not justified.
- Price record does not justify extending support (in regards to a second time applicant).

2. **Steven Ovidia** (LaGuardia Community College): Ovidia and his research team won the 2014 IMLS Sparks! Ignition Grant for project DIAL: Designing Information Assignments for Literacy. Ovidia discussed tips on the process and more about DIAL.

a. DIAL: Designing Information Assignments for Literacy

- The project is devised as professional development seminar class to teach faculty how to infuse these skills into their assignments.
- An open online resource component was added to this project. With this, faculty would have the option of uploading their assignments and annotations for others to view. Adjunct faculty unable to attend the seminar and those not associated with the college can then download this information for their own courses.

- Planning has just begun.
- \$25,000 budget divided among the following:
 - Release time for the Librarians/faculty leading the seminar.
 - Participant stipends.
 - Portion for CLT.
 - Supplies, MTA tax, reassigned time, full-time benefits, payment for part-timers.

b. Process

- Worked on a sparks grant in the previous year which was rejected
- IMLS grant provided feedback. Tweaked the project as per feedback provided and won (CUNY does not give feedback).
- Did not expect to win but wanted to understand the process.
- Deferred to the expertise on campus.
- Worked with not only the grants office but also the CLT.
- Final report expected at the close of the project.

c. Advice

- Recommends working very early with the grants office.
- The Grant office will have examples of past successful proposals for you to peruse
- Be open to having your ideas re-worked:
 - Grants office can change your initial proposal; it is important to ask yourself if you would like to win a grant based on the ideas of others or be rejected based on your original project idea.
- Has a sense of what grants work and what does not work.
- The office will have preexisting budgets and spreadsheets for your team to work look at.
- Work with CLT or any office for professional development on your campus.

3. **Richard Markgraf** (Research Foundation, CUNY): Currently the Program Director of the PSC-CUNY Research Award Program. Markgraf was able to discuss the nuts and bolts of the program and took attendees through the application process online. For further information Markgraf can be contacted at Richard_Markgraf@rfcuny.org.

4.

a. Award Program

- View the all information on www.rfcuny.org
 - Shows applications, panels, guidelines, evaluator insight, user manual, recipient statistics, sample applications
- Contains 18 panels with 31 disciplines.
- Disciplines include computer science and library, anthropology, philosophy, ethnic and area studies.
- Each award level has a different success rate for proposers:

- Traditional A is the most awarded therefore most successful.
 - Traditional B is moderately successful.
 - Enhanced has a less success rate.
- b. Applying to the program.
- Application process at www.rfcuny.org > Research & Awards > PSCUNY research award program > Grants Proposal System
 - Create an account. The system saves applicants' information.
 - Choose the award type (A,B, Enhanced)
 - One submission per cycle per person
 - Proposers are allowed to be either a PI or Co-PI when submitting an application
 - Major application deadline is Dec.15.
 - Choose a discipline for the proposal based on the content and direction of the proposal; not based on the faculty member's discipline.
- c. Presentation followed by a Q & A session:
- Q: Can Librarians apply for release time?
 ANS: Librarians can apply for release time. They cannot apply for summer salary. Use all release time before the end of a grant.
- Q: Is there a percentage of release time recommended?
 ANS: \$3000 is the release time required by default. The system will do that automatically.
- Q: How is money for clerical staff allocated?
 ANS: This category fills out the standard CUNY new hire packet. Money is set aside for the new hire out of your grant budget.
- Q: Can Librarians apply for stipend?
 ANS: No stipends.
- Q: What if I am attending more than one conference? Do I use more than one travel line?
 ANS: Place the total amount for all conferences to be attended in one line.
- Q: What if equipment ordered for the project is lost/stolen or damaged?
 ANS: All equipment purchased within a grant belongs to CUNY and is loaned. It will not be replaced due to loss or damage.
- Q: Where would a hired editor or editing team fit in the application?
 ANS: If using an editing company for a manuscript in the proposal, the individual editor must go under the independent contractor line.
- Q: Are the majority of Library Science applications in the computer and library science panel?
 ANS: Yes. People feel they have a better chance in a library panel.
- Q: When paying subjects, how much information does the program need?
 ANS: The program only needs to know how much money was given, to whom, and on what date. Extensive personal information of the subjects is not necessary.
- Q: How about an evaluator's comments to the proposers?

ANS: As mentioned in Beth's portion, anything graded under 2 requires feedback. However, Enhanced rewards get the reviewer's notes.

Meeting Adjourned at 4:05 pm

Respectfully submitted,

Emma Antobam (BCC)