



Office of the Provost  
Levermore Hall, Room 101  
One South Avenue  
Garden City, New York 11530

September 26, 2023

Dear Faculty,

The Office of the Provost is pleased to announce this year's Call for Proposals for the university's *Faculty Development Grants* program. The primary goals of this program continue to be: 1) foster excellence in scholarship across the full range of disciplines; 2) be a source of seed money to enhance opportunities for extramural funding; and 3) to advance the career goals of our faculty.

To accomplish these goals the program has **three different "tracks."** Faculty are able to apply for:

- a) the "**traditional**" grant, seeking funds to support your specific area of work,
- b) a grant that is **interdisciplinary and collaborative** in its nature to support interdisciplinary research connections (see below for expanded definition), and
- c) grants which focus on **social justice research**.

Scholarship, as applied to this grants program, includes the scholarship of discovery (research), pedagogy, creative works, artistic endeavors and application. All full-time faculty are eligible to apply for any of the program tracks, and you may apply to more than one track. In particular, applications for the social justice research track will be considered both in the larger pool (a) as well as for track (c) without need for separate application. Faculty who have received funding three (3) times in a five (5) year period are ineligible to apply this year.

To qualify as an **interdisciplinary/collaborative** grant, principal investigators who have not collaborated before on grants, have not published together, and are from different units or disciplines are eligible to apply for this track.

**The maximum award amount for all proposals is \$5,000.** The same requirements regarding the submission guidelines and the budget apply to all proposals.

**Applicants must submit one complete electronic copy to [fda@adelphi.edu](mailto:fda@adelphi.edu) by on or before Wednesday December 13, 2023.** You will receive an automated email that your proposal was received; if you do not, please contact Dawn Grzan, [dgrzan@adelphi.edu](mailto:dgrzan@adelphi.edu) or x3161.

A complete proposal consists of the following items:

- Faculty Development Award cover page (attached);
- Abstract (**maximum one page, single spaced**) which describes your proposal in terms that can be *read and understood by someone not in your field*, include a statement of why and how this project is important to your scholarship and career development.
- Project description (**maximum three pages, double spaced**) to include: 1) goal or hypothesis; 2) methods; 3) analysis (when applicable); 4) anticipated results and/or conclusions; 5) anticipated future directions; and 6) potential for extramural funding.
- Detailed Budget and **Budget Justification** (maximum two pages): (please use attached Budget Planning Document as your guide, see Appendix A). Budgets should be reasonable and appropriate to the scope of work proposed. Most importantly, **all expenses must be well justified**. For example, if employing project staff, describe personnel with corresponding salaries/stipends. As in the past, budgets may include support for students, equipment, and other research expenses, but **may not include a stipend for the P.I./faculty member** proposing the project or for a faculty Co-PI or faculty consultant. If employing graduate or undergraduate students, please budget hourly wages and not tuition remission. Hourly wages for undergraduates are \$15/hour and \$18-20/hour for graduate students.
- Requests for travel will be considered only if required for carrying out the proposed project. Travel to professional meetings and other routine activities will not be supported. Travel is subject to the universities pandemic and/or other travel restrictions.
- Budgets for approved awards will be reviewed carefully with respect to the budget justification and may be adjusted by the committee. Any request which exceeds the maximum of \$5,000 will only be funded up to \$5,000.
- The budget period is February 2024 through July 31, 2025.
- An abbreviated CV (does not count toward the page limit but **should not exceed 3 pages**): must include recent scholarly accomplishments, and submitted and/or funded external proposals, for **the last 3 years only**.

Incomplete applications will not be considered, so please carefully review your own proposal prior to submission and be sure that all of the required parts are included.

Proposals will be reviewed by a committee of Adelphi faculty representing each of the schools and colleges. Evaluation will be based on:

- 1) Scholarly/ artistic merit and clarity of the proposed activities, including innovation and the likely impact on the field of study,
- 2) Potential for the proposed work to lead to future external funding, or to bring external, recognition to the faculty member and/or to Adelphi University. If there is potential for outside funding, state what plans are being made to tap these resources. If there is little opportunity for outside funding, please state and explain plans to disseminate the work.
- 3) Importance of the project for the faculty member's career development, commensurate with years of experience of the faculty member
- 4) Appropriateness of the budget request to the proposed plan and justification of budget items

Expected awards announcement date is late **February 2024**. Following completion of a funded project, all recipients of awards are required to forward a brief summary report of their work to the Office of Sponsored Programs no later than **August 31, 2025**.

Questions concerning this program should be directed to Dawn Grzan (ext. 3161) or [dgrzan@adelphi.edu](mailto:dgrzan@adelphi.edu).

Sincerely,

Christopher Storm, Ph.D.  
Provost and Executive Vice President