



Office of the Provost
Levermore Hall, Room 101
One South Avenue
P.O. Box 701
Garden City, NY 11530

September 16, 2019

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 and the Adelphi *Interdisciplinary and Collaborative Grants program*. The primary goals of these programs 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 university mission. An additional goal of the *Interdisciplinary and Collaborative Grants program* is to support the development of interdisciplinary research connections at Adelphi. Scholarship, as applied to this grants program, includes the scholarship of discovery (research), pedagogy, creative works, artistic endeavors and application.

Please note:

- All full-time faculty are eligible to apply for either program.
- All former recipients must have progress reports on file with the Office of Research and Sponsored Programs to be eligible for the current round of funding.
- All former recipients are required to submit a 100-200 word summary of the results of a prior internal grant (to be included on the attached grant cover page)
- Faculty who have received funding three (3) times in a five (5) year period are ineligible to apply this year.

Principal Investigators who have not collaborated before on grants or other scholarly works are eligible for the *Interdisciplinary and Collaborative Grants program*:

- Proposed projects are interdisciplinary in nature and scope
- To apply for this funding, please specify at the beginning of the application that you are submitting your proposal to the *Interdisciplinary and Collaborative Grants program*.

The maximum award amount for both programs is \$5,000. The same requirements regarding the submission and the budget apply for both funds.

Applicants must submit one complete electronic copy to fda@adelphi.edu and one hard copy to the Office of Research and Sponsored Programs by close of business, Monday November 11, 2019. 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.
- Itemized 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. The budget must accurately reflect all expenses. Most importantly, **all expenses must be well justified**. For example, if employing project staff, describe personnel with corresponding appropriate documentation of costs. 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 students, graduate tuition remission is not permissible, only hourly wages are acceptable, as is the case for undergraduates.
- 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.
- 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 not be considered.
- The budget period is February 1, 2020 through July 31, 2021. For further assistance with your budget, please call Dr. Mary Cortina at ext. 3259;
- 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 or artistic merit of the proposed activities, including novelty 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) Appropriateness of the budget request to the proposed plan and justification of budget items
- 4) Importance of the project for the faculty member's career development, commensurate with years of experience of the faculty member
- 5) Clarity of the project.

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Expected awards announcement date is late **January 2020**.

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, 2021**. Failure to submit a summary report by the required deadline will negatively impact the faculty member's opportunity to be considered for further funding through this program.

Questions concerning procedures for this program should be directed to Dr. Mary Cortina (ext. 3259).

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Everett', written in a cursive style.

Steve Everett, D.M.A.
Provost and Executive Vice President