

**Office of the Provost**

Levermore Hall, Room 101

One South Avenue

Garden City, New York 11530

September 10, 2020

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 university mission.

To accomplish these goals the program has **three different “tracks”** this year. Faculty are able to apply for:

a) the “**traditiona**l” grant, seeking funds to support their specific area of work,

b) a grant that is **interdisciplinary and collaborative** in its nature to support interdisciplinary research connections, 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.

Please note:

* 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.
* 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*.
* Proposals from collaborators in different units or disciplines are given greater weight.

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 close of business, Monday November 16, 2020. 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. 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 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. Travel is subject to pandemic 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 not be considered.
* The budget period is February 1, 2021 through July 31, 2022.
* 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.

Expected awards announcement date is late **January 2021.**

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, 2022.** 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 this program should be directed to Dr. Mary Cortina (ext. 3259).

Sincerely,



Steve Everett, D.M.A.

Provost and Executive Vice President