

# NEW YORK INSTITUTE OF TECHNOLOGY

2017

## Global Faculty Summer Research and Creativity (GFSRC) Grants

We are pleased to announce the request for proposals for the 2017 GFSRC grants program. The NYIT contracted, full-time only faculty members at our global campuses are encouraged to apply. The purpose of the funds is to support faculty research, scholarship, and creative activity, or for specific innovative use of technology to improve teaching and learning.

This document, including the guidelines and application form, is available from your Campus Dean's office, and from the Academic Affairs web site at:

[http://www.nyit.edu/academic\\_affairs/faculty\\_forms\\_resources](http://www.nyit.edu/academic_affairs/faculty_forms_resources).

### **WHO CAN APPLY?**

Contracted, full-time faculty at NYIT global campuses (outside of New York).

### **WHAT CAN BE FUNDED?**

All of the following items can be funded during the 2017 summer terms if they are directly related to your research, scholarship, creative project, or to your specific innovative use of technology to improve teaching and learning:

- Students support for conducting research projects under direct supervision of the faculty proposer (*See Appendix 4 for requirements*).
- Equipment, software, and books (*See Appendix 4 for requirements*).
- Supplies and materials such as those needed to conduct research, prepare exhibits, etc. (*See Appendix 4 for requirements*).
- Conference expenses for presenting papers by PI (including travel, registration fees, hotel, food, etc...) as aligned with the NYIT Travel Policy (See Employee Handbook at <http://www.nyit.edu/policies>. You will need your NYIT user name and password to access this site).
- Other reasonable expenses necessary to carry out your research/scholarship/creative/teaching activities.

### **WHAT IS THE RANGE OF TYPICAL AWARDS?**

\$1,000 - \$5,000

## **GFSRC FUNDING PRIORITIES**

Preference for GFSRC funding will be given to proposals that are likely to result in some sort of permanent advancement of the field (e.g. an externally funded grant, a peer-reviewed published paper, or an art show), to proposals involving cross-disciplinary research, to proposals that involve students in the faculty member's scholarly/creative activities, and to proposals that advance pedagogical innovations in the uses of educational technologies.

## **ARE THERE ANY EXCEPTIONS?**

Course syllabi or non-technological curriculum development (except projects designed to help students become involved in research) will not be funded.

## **WHAT SHOULD BE INCLUDED IN AN APPLICATION?**

For each GFSRC Grant application you must send the following:

1. Cover sheet (attached at the end of this document, Appendix 1).
2. Brief description of the project, no longer than two, double-spaced pages including:
  - Statement of purpose; i.e., what do you want to do, how you will do it
  - Merit of this proposal and its broad impact
  - Explanation of the significance of your project. What is the research or scholarly or creative or pedagogical context for your project? What has been done previously by you or others on this subject? How will what you propose to do advance your field and/or be innovative? How will it enhance NYIT's reputation? Of what benefit will it be to our students?
3. Complete, up-to-date curriculum vitae, listing all career events including dates (see C.V. guidance information on Academic Affairs web site: [http://www.nyit.edu/academic\\_affairs/faculty\\_forms\\_resources/](http://www.nyit.edu/academic_affairs/faculty_forms_resources/)).
4. Budget. List individual expenses, as well as the total. You can use the sample budget as a guide (Appendix 2). Total costs on a representative budget will typically range from \$1,000 to \$5,000. ***Each expense should be briefly explained and justified, and no funding request above \$5,000 total will be considered.***
5. IRB and/or IACUC Approvals: If the project will involve research on human or animal subjects, a separate application should be submitted to an NYIT Institutional Review Board or Institutional Animal Care and Use Committee, as appropriate, for approval or exemption. Although IRB or IACUC approval/exemption is not required at the time of application for a GFSRC Grant, such approval(s) or exemption(s) must be obtained prior to issuance of an award, and they must be kept current until such time as the data have been published.
6. Any additional supporting material you wish to include in an appendix.

## **WHEN IS THE PROPOSAL DUE AND WHEN WILL I RECEIVE A RESPONSE?**

An electronic copy of your proposal should be emailed to **Dean Patricia Burlaud** ([pburlaud@nyit.edu](mailto:pburlaud@nyit.edu)) in the Global Academic Programs Office by **May 26, 2017, with a copy to your campus dean**. We will send acknowledgement of receipt of your application via email. If you do not receive this acknowledgement within one week of submitting your application, please contact the Office of Global Academic Programs. Awards will be administered by the Office of Academic Affairs.

## **REVIEW OF PROPOSALS**

A Review Committee, appointed by the Provost, will evaluate all proposals and will make recommendations. Provost makes the final decision about these awards.

## **PROJECT REPORTS**

**All award recipients will receive 75% of their awarded grant upfront.**

At the conclusion of the project award period, and no later than August 20, 2017, award recipients will be required to submit a final report via email. This report should include the following elements:

- 1) An extensive report (or paper) about the project undertaken over the Summer. If selected, this report may be showcased at the Annual Faculty Scholar reception sponsored by the Office of Academic Affairs.
- 2) A detailed summary of all expenses incurred for the project, within the limit of the grant amount awarded (see template and coding in Appendix 3);
- 3) A regular NYIT expense report corresponding to the summary described in 2). Please, follow the Global Faculty Expense Report Guidelines, available at your Campus Dean's office (*or request a copy from Kathie Golden*).
- 4) ***IMPORTANT: At the conclusion of your project, and along with your Expense Report, please, provide a revised version of your original budget proposal with a final budget breakdown that does exactly correspond to the total amount you have been granted.***
- 5) Your duly completed Expense Report as well as your revised budget breakdown will need to be provided to the Office of Global Academic Program for prompt reimbursement of the remaining 25% of the awarded grant (after deduction of any student payment or equipment purchase done directly by NYIT).

Upon completion of your project report, please email the complete package to the Global Academic Programs Office, with a copy to your campus dean, by **August 20, 2017**.



**Appendix 2. SAMPLE BUDGET FORM\***

EXPENSE CATEGORIES		DESCRIPTION	EXPENSE ITEM	# UNIT	AMOUNT	
1	STUDENT SUPPORT SERVICES**	a	Undergraduate Student Support:	\$7.00/hour, part-time	20	\$140.00
		b	Graduate Student Support:	\$12.00/hour, part-time	60	\$720.00
2	EQUIPMENT**	(List vendors/costs)				
3	SOFTWARE**	(List vendors/costs)				
4	BOOKS					
5	CONFERENCE EXPENSES	a	XXXX Conference	RT Airfare New York/Houston	1	\$600.00
		b	Ground Transportation	\$30 (to or from airport)	2	\$60.00
		c	Registration fee	Individual rate	1	\$500.00
		d	Hotel	\$125/night	2	\$250.00
		e	Meals & Incidentals	3 meals/day = \$45/day	3	\$135.00
6	OTHER	(Publication cost/page charges, etc.)				
					<b>TOTAL:</b>	<b>\$2,405.00</b>

\* Remember to include a brief explanation and justification of each item in your proposal.

\*\* Please, refer to Appendix 4.

### Appendix 3. Sample GFSRG Expense Summary

Expense Description	Reason for Expense	Expense Category (as per the coding table below)	Date of Expense (MM/DD/YYYY)	Amount (Local Currency)	Amount (USD)	Receipt/Invoice reference number

Allowed Expense Categories		
1	Students Support Expenses	
2	Equipment	
3	Software	
4	Books	
5	Conference expenses	
	5.a	Travel
	5.b	Registration fees
	5.c	Accommodation
5.d	Meals & Incidentals	
6	Other	

## Appendix 4

### A. Payments for Student Support Services

**IT IS STRICTLY FORBIDDEN BY NYIT FINANCIAL POLICIES FOR YOU TO PAY DIRECTLY ANY STUDENT HELPING YOU FOR YOUR PROJECT.**

1. ALL students hired for helping in your summer research project should be regularly registered in Oracle for direct payment by NYIT Finance office. Please, make sure that the students you have identified fill the required paperwork as per the campus dean's office directions (same process as for adjunct payments, or for student assistants). This process will ensure 1) that the students are authorized to work in the country where your campus is located, and 2) that they can be entered properly in the system. In addition:
  - a) You will need to provide a short 1-page job description of the tasks that each student needs to perform for you.
  - b) You should determine the number of hours worked and the hourly rate for each student, which should be included in the job description document. During the period where the student helper(s) works for you, please, make sure to keep a precise and separate day-to-day completed log of hours actually worked.
2. Once these students are properly registered with Finance, NYIT will pay them directly based on the number of hours worked and the hourly rate you defined. *At the conclusion of your project, please, send the full student paperwork and the student log of worked hours to the Office of Global Academic Affairs, so it is verified and processed to Finance.*

### B. Payments for Research Equipment, Hardware, or any other Vendor Services

**IT IS STRICTLY FORBIDDEN BY NYIT FINANCIAL POLICIES FOR YOU TO PAY DIRECTLY FOR THESE GOODS OR SERVICES**

If you have identified any equipment, hardware, or other vendor services necessary for your research, you should not pay upfront yourself for these goods or services. Instead, you will complete the attached Wire Request Form as soon as possible as well as a detailed invoice, so NYIT can wire the payment directly to the vendor(s). Make sure that the invoice is clear and understandable, or translated if necessary.



**NEW YORK INSTITUTE OF TECHNOLOGY  
WIRE REQUEST FORM**

Wire Information				
Date Prepared	Due Date	Currency	Amount to be paid	
Reason for Disbursement				
Beneficiary/Payee Name				
Name of Bank Account				
Beneficiary Address				
Beneficiary Bank Name				
Beneficiary Bank Address				
Beneficiary Bank Account or IBAN # <i>(European Banks Only)</i>				
ABA/Routing# <i>(Required for ACH/Domestic Wires)</i>				
SWIFT/BIC# <i>(Required for all International Wires)</i>				
Payment details to be included in wire transfer please limit to 30 characters				
Expense Distribution				
Invoice Number	Invoice Date	Activity Code	Object Code	Invoice Amount
			<b>Total</b>	<b>\$</b>
Requestor Name		Approver Signature		
Instructions				
<b>Wire Transfer Request Requirements</b>				
Please allow up to 10 working days for completion. Incomplete requests will not be processed and may be returned to the requestor for completion.				
<b>When this form is complete</b>				
1. Send your completed form along with copy of invoice to <a href="mailto:cbassoli@nyit.edu">cbassoli@nyit.edu</a> or fax 516-686-7821.				
2. Beneficiary bank information must be on invoice or included in beneficiary letter/email and must be attached along with this form.				