

**Lehman College
City University of New York
Faculty Development Program
Guidelines**

Purpose:

The purpose of this program is to foster faculty research by providing released time from teaching. This program provides 3 hours of released time for faculty to pursue a piece of research/scholarship. Funds are available to fund approximately 10-12 proposals per competition.

Terms and Conditions:

All research must be conducted in compliance with applicable Federal, State, CUNY and Lehman College regulations and policies with respect to human participants, animal subjects, and hazardous and radioactive materials. Recipients are encouraged to submit an application for external funding within one year after the end of the award. **All recipients must submit a final report on the project at the end of the semester in which they receive the award.** The final report should be submitted to their department chair and to the Office of Research and Sponsored Programs electronically in word or .pdf format.

Eligibility:

All tenure-track faculty appointed prior to September 1, 2002 as well as all faculty who were appointed with tenure are encouraged to apply. Preference will be given to non-tenured, tenure track faculty and in particular to tenure-track faculty who do not have released time available to them from other sources. Faculty who previously received an award must submit a progress report of the work, if reapplying.

Please note that proposals creating an overload will not be funded unless the overload situation can be corrected through consultation with the department chair and school dean prior to the beginning of the award.

How to Apply:

The complete proposal should include:

1. Cayuse Summary Page, which includes the following sections:
 - a. Investigator Data;
 - b. Project Data;
 - c. Compliance Data;
 - d. Export Control;
 - e. Project Administration - This section should indicate the person responsible for the research and the Departmental Name and Contact information; and
 - f. Sponsor Data - This section should indicate *Lehman College* as the Agency and *Faculty Development* as the Proposal Type.
2. Completed Cayuse RR Performance Site information.
3. Completed RR Key Persons section including an NSF style Biographical Sketch and Current and Pending Information.
 - a. Instructions for NSF style biosketches are available online at http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#IIC2f. The

Biographical Summary should not exceed 2 pages. Font size should be no smaller than 11 point, and margins should be at least 1 inch.

- b. Instructions for NSF style Current and Pending Information are available online at http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#IIC2h.
- 4. Project Description uploaded on the Documents page in Cayuse, including:
 - a. Specific Aims/Objectives of the Project;
 - b. Background and Significance, including history of work on this project to date;
 - c. Research Methods/Proposed Activities, including timeline; and
 - d. Grant Application/Publication/Creative Works Plan; This section should provide details as to agencies/foundations and programs to which you plan to apply for further funding as well as journals, books, or conferences to which you will submit your work for publication or presentation. Provide the names of the journals, books, or conferences, and/or creative works that will result from the project.

The Project Description (items 4a-d) should not exceed 5 pages. Font size should be no smaller than 11 point, and margins should be at least 1 inch. The Project Description should be single-spaced.

- 5. No Appendices will be accepted unless they are slides or scores for creative arts proposals. Slides or scores should be uploaded in the Documents section of Cayuse wherever possible).
- 6. A completed Release Time Request form must be uploaded to the documents section in Cayuse. This form is available online at <http://www.lehman.edu/orsp/pre-award-forms.php>.

Please route according to institutional practice showing the following order on the routing chain in Cayuse: PI, Department Chair, Dean, and ORSP.

Deadline: Wednesday, December 14 at 12:00 noon