



TO: All HCLAS Faculty Members
FROM: Ling Huang, Chair, HCLAS Executive Committee
RE: 2017-2018 HCLAS Faculty Research and Development Grants (FRDG)/
Presidential Research Awards Program (PRAP)
DATE: December 17, 2016

Below are the guidelines for the 2017-2018 HCLAS Faculty Research and Development Grants (FRDGs). The application is attached in pdf form. You will find a copy of these guidelines as well as a link to the online application on the HCLAS website under “Forms”. A copy of this document will also be sent to department chairs and secretaries with the request that it be distributed to adjunct faculty. Please note that, where appropriate, all FRDG applications will be considered for a Presidential Research Awards Program (PRAP) award; there is no need for a separate application for PRAP monies.

Submitting Your Online Application

Please read the guidelines carefully and use the online application form to submit your proposal. If applications do not follow the format described in this document they will not be considered. Note that you may begin filling out the online application form and then save it online to complete at a later time; there is a **Save and Re-enter** button on the application. To facilitate your application process, the Executive Committee recommends the following:

- 1) Prepare your funding proposal as per the instructions on the form: two pages maximum, plus two pages of ancillary materials (if required) and save it electronically to your computer;
- 2) Log into the portal using your usual Hofstra login information. The FRDG link can be accessed by scrolling down to the bottom of the portal home page and clicking on the link titled “HCLAS Awards: HCLAS Faculty Research and Development Grants (FRDG) and Presidential Research Awards Program (PRAP)” or Click on the “Forms” option (located on the left hand side menu) to open the splash page. Scroll down the options to the Faculty Forms option, click on Faculty Grant Proposal link to access the online application.
- 3) Look carefully at the online form to ascertain the type of information requested. A sample of the online application is attached at the end of these guidelines;
- 4) Prepare the information requested on the form regarding any FRDG or PRAP monies you received for the 2016-2017 academic year, including the summary (250-word maximum) of your 2016-2017 proposal and list of any publications, presentations, research results, etc. from that award. Note that if the information on the previous

year's award is not correctly provided, the application will be incomplete and will not be considered

- 5) Go to the online form and fill in all the information. This should take about 15 minutes;
- 6) Upload your 2017-2018 proposal from your computer by clicking the **Upload** button. Then click **Submit** at the bottom of the application form. Both you and Maura Munson-Pritchard will receive a notification that your application has been received.

About FRDG Funding

The Dean's Office and the HCLAS Executive Committee encourage all faculty to apply for HCLAS Faculty Research and Development Grants as vehicles to enhance and increase their research and scholarly productivity. Due partly to recovery of older, unused FRDG funds, the total amount of money for 2017-2018 to be awarded (excluding PRAP, for which we do not yet have updated information) is \$240,000 in FRDG this year, up from the \$190,000 last year. Last year (for the 2016-17 cycle), 106 faculty members requested over \$315,000, and the Executive Committee distributed \$189,554 in FRDG funds, along with close to \$7,200 in PRAP funds, with the average award close to \$2,000 (figure includes PRAP funds awarded) for individual faculty research needs. For 2017-2018, we expect to maintain approximately the same level of funding for applicants, although the amounts allocated will depend on the number and quality of proposals received, as well as the amount of FRDG and PRAP funds that become available. Please note that faculty may apply for funding for the same project over two or more years and bank the funds awarded until they have sufficient resources to complete the project.

Kindly contact me (Ling Huang, 37295; Ling.Huang@hofstra.edu) or Dean Terry Godlove (3-5614; Terry.F.Godlove@hofstra.edu) if you have any questions.

Application Deadline

The deadline for receipt of FRDG applications is 4 p.m., Friday, February 17, 2017. No late applications will be accepted; **the application site will automatically close, and you will be unable to access it after the deadline.**

Funding Timeline

Funding for the 2017-2018 FRDG and PRAP will be available only for expenses incurred after May 20, 2017. Funds remain available for five years.

Funding Description

The grants are intended to provide monetary support for scholarly research and professional (including pedagogical and curricular) development—particularly if such development leads to publication or presentation by faculty and/or students). FRDG/PRAP awards support projects that are not normally funded by the University through other sources. Please note that available funds are limited, and that it is the policy of the Executive Committee to try to fund as many projects as possible. We therefore respectfully request that faculty limit their requests to amounts that are feasible for the Executive Committee. The fund does not award released time. Proposals requesting purchase of equipment (including computers and associated software or hardware) must include a detailed description of how the equipment will be used in the research or project.

Conference Funding

Conference travel will be considered for funding, provided the faculty member has documented that she/he will be taking an active role in the conference (e.g., presenting research, moderating a session, participating in a workshop, acting as an officer of the organization), and provided that the applicant also demonstrates that monies for conferences from the regular College fund have been exhausted. The application should specify the conference title, location, and dates. FRDG and PRAP funds are not intended to take the place of HCLAS conference travel funds; therefore faculty must indicate how the expenses for such travel exceed the current travel budget (\$1250.00 for full-time faculty and \$600.00 for adjunct faculty for the 2016-17 academic year). IF YOU ARE REQUESTING CONFERENCE FUNDING, PLEASE FOLLOW THESE DIRECTIONS VERY CAREFULLY. IF YOU DO NOT PROVIDE ALL THE INFORMATION REQUESTED, YOU WILL NOT RECEIVE FUNDING FOR YOUR CONFERENCE TRAVEL.

Eligibility

All Full-time faculty in the College and continuing regular adjunct faculty [as defined in article 2.2 of the CBA] who have also completed at least six (6) semesters of service or the equivalent as per Article 24.10, are eligible to apply for funding as per articles 6.20 and 6.21 of the CBA.

Collaborations

It is acceptable for two or more faculty members to combine their funding in a collaborative project. Each faculty member participating in the collaboration must fill out the application form, and indicate in the box near the top of the application designated for “Title or Purpose of Proposal” that their application is a Collaboration with Jane or John Faculty member(s). Each faculty applicant participating in the collaboration should also individually fill out the information on the previous year’s funding, etc.

Types of Expenditures Funded

Examples of costs that may be defrayed by an HCLAS Faculty Research and Development Grant include, but are not limited to, laboratory supplies, instrumentation, research-related travel expenses, conference expenditures not covered by College travel funds, microfilm, data-base search time and print-outs, library access and use fees, and photocopying of research materials. FRDG resources should be used by and for Hofstra faculty and student researchers. Justified expenses for special technical services, test subjects, and competent student research assistants will, however, be funded where possible.

Funds for equipment should be requested only after faculty have determined that such equipment, or an adequate substitute, does not already exist on campus and cannot be funded from another source.

Expenditures for equipment, supplies, services, etc. will not be supported unless an immediate use is specified. For equipment intended for limited or one-time-only use, we strongly recommend exploring the possibility of rental. All equipment completely funded by the HCLAS Faculty Research and Development Grants belongs to the University and will revert to general University use upon completion of the funded project or after three years, whichever comes first.

Any purchase of a computer, computer accessories, or software using Hofstra FRDG or PRAP funds must be made through Academic Computing at Hofstra.

Please note that the goal of the FRDG program is to provide resources so that faculty can accomplish work that they otherwise would not be able to do. Requests for funding for materials routinely purchased by departments, such as office supplies, and requests for compensation for time spent by faculty engaged in a project will not be funded.

Application Adjudication

Proposals will be evaluated by the four elected members of the Executive Committee plus four faculty consultants, representing each of the four schools, chosen by the Committee. The Committee will send letters apprising each applicant of the decision affecting his or her proposal within two months of the application deadline of February 17, 2017. At the end of the Spring 2017 semester, or at the beginning of the Fall 2017 semester, the Executive Committee will report on FRDG proposals funded and the total amount awarded during the previous academic year.

Time Limits on Awards and Stipulations

The HCLAS faculty and Executive Committee have determined that FRDG and PRAP funds should be spent within five years, unless faculty provide a justification to Dean Costenoble for holding onto them for a longer period.

**THIS IS A SAMPLE OF THE ONLINE APPLICATION FORM.
PLEASE FOLLOW THE INSTRUCTIONS IN THE GUIDELINES
DOCUMENT TO ACCESS THE ONLINE FORM.**

Hofstra College of Liberal Arts and Sciences
Faculty Research and Development Grants (FRDG) - 2017

Faculty Submission Form

The deadline for receipt of FRDG applications is 4 p.m., Friday, February 17, 2017.

Faculty Member's Name: Your Name
Campus Email Address: YourHofstraEmail@hofstra.edu
Campus Phone Ext: 3-EXT
Rank: Professorial Rank
Department: Your Department
Title or Purpose of Proposal: Enter Title of Your proposal

ENTER YOUR OWN CURRENT PROPOSAL (2017-2018) INFORMATION

Examples of costs that may be defrayed by an HCLAS Faculty Research and Development Grant include, but are not limited to, laboratory supplies, instrumentation, research-related travel expenses, conference expenditures not covered by College travel funds, data-base search time and print-outs, library access and use fees, and photocopying of research materials. FRDG resources should preferably be used by and for Hofstra faculty and student researchers. Justified expenses for special technical services, test subjects, and competent student research assistants will, however, be funded where possible.

BUDGET: These are numerical values all explanation of these values is indicated in your current proposal that is attached.

No dollar signs and no commas in the numerical boxes. Either a value or a zero must be entered in each numerical box.

Expenditures for equipment, supplies, services, etc. will not be supported unless an immediate use is specified. For equipment intended for limited or one-time-only use, we strongly recommend exploring the possibility of rental. All equipment completely funded by the HCLAS Faculty Research and Development Grants belongs to the University and will revert to general University use upon completion of the funded project or after three years, whichever comes first. **PLEASE NOTE: All requests for purchase of computers need to be completed through the Computer Center at Hofstra.**

- 1) Equipment/Supplies:
- 2) Food/Lodging:
- 3) Library Fees:
- 4) Student Assistants:

Only exceeding HCLAS annual travel allowance--\$1250 for full-time faculty and \$600 for adjunct faculty for AY2016-2017). Faculty must provide documentation for specific conference(s) they plan to attend as

well as titles and/or topics of workshops and/or presentations to be made, or official duties. Applications that do not include this information will generally be considered insufficient for conference funding.

5) Research Travel Expenses:

Conference travel will be considered for funding, provided the faculty member has documented that she/he will be taking an active role in the conference (e.g., presenting research, moderating a session, participating in a workshop, acting as an officer of the organization), and provided that the applicant also demonstrates that monies for conferences from the regular College fund have been exhausted. The current proposal should specify the conference title, location, and dates. FRDG and PRAP funds are not intended to take the place of HCLAS conference travel funds; therefore faculty must indicate how the expenses for such travel exceed the current travel budget (\$1250.00 for full-time faculty and \$600.00 for adjunct faculty for the 2016-17 academic year). IF YOU ARE REQUESTING CONFERENCE FUNDING, PLEASE FOLLOW THESE DIRECTIONS VERY CAREFULLY. IF YOU DO NOT PROVIDE ALL THE INFORMATION REQUESTED, YOU WILL NOT RECEIVE FUNDING FOR YOUR CONFERENCE TRAVEL.

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|---|--|
| 6) Conference Travel Expenses: | List each conference as follows:
name of conference, dates of attendance, and dollar amount |
| 6a) Conference Travel Expenses Total: | Inset here: Total dollar amount of above conference travel expenses list |
| 7) Other Budget Items - Non-Travel Expenses: | List each non-travel expenses and dollar amount |
| 7a) Other Budget Expenses Total: | Inset here: Total dollar amount of above non-travel expenses list |
| Total Amount Requested for this year's project: | 1+2+3+4+5+6a+7a |

ENTER YOUR PROPOSAL INFORMATION FROM LAST YEAR (IF APPLICABLE)

SUMMARY OF LAST YEAR'S AWARD (2016-17 FRDG)

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|--|--|
| Title of Last Year's Proposal: | If you did not submit a proposal last year enter N/A |
| Is your current proposal a continuation from last year's project? | Respond -- Yes or No |
| Publications/Presentations/Grants, etc. generated from previous award: Specify "in progress", "accepted", "in print", etc. 3 - 4 entries, maximum. | |

Summary of Results from Last Year's Project:

PLEASE WRITE A SHORT SUMMARY (250 words or less)

Please attached a copy of your Current Proposal Information. Describe the nature and significance of the project in relatively non-technical terms. Be sure to provide a clear justification for each budget item. Items that are not clearly justified will most likely fail to receive funding. Given that funds are limited, it would be helpful to the reviewers if you would indicate how you would be able to use a considerably smaller grant than requested.

This portion of the proposal is limited to **2 pages maximum** and may include **an additional 2-page appendix for bibliography, photos, figures, etc.**