

## BARUCH COLLEGE GRANT DEVELOPMENT PROGRAM (BCGDP)

**Purpose:** The Office of the Provost is pleased to announce the 2017/18 *Baruch College Grant Development Program (BCGDP)*. This internal grant competition will provide 3 faculty members with a 3-credit course release for the Fall 2017 or Spring 2018 semester. The objective of the course release is to give each recipient time to finalize a grant proposal that is in progress and that will be submitted in response to a funding opportunity from an external agency within one semester of the period of the course release (by the close of Spring 2018 or Fall 2018 semester respectively).

**Eligibility:** All full-time Baruch tenured or tenure-track faculty members, lecturers and distinguished lecturers. Collaborative research is welcome; however one course release will be granted to the lead Principal Investigator (PI) for each awarded proposal in response to this program. The external funding agency can be any Federal, City, State or private entity. Baruch College or CUNY programs are not considered external agencies.

**Submission Instructions:** The cover page (signed by the Department Chair and PI), two page narrative, references cited, CV and appendices (if applicable) are required as an attachment to an email in a single PDF file to Dominic Esposito at [dominic.esposito@baruch.cuny.edu](mailto:dominic.esposito@baruch.cuny.edu) by 5 PM on May 6, 2016. The subject line of the email must be: PI First Name PI Last Name BCGDP. E.g. John Smith BCGDP. Questions regarding the BCGDP application should be submitted to Dominic by noon on April 29, 2016.

**Deadline:** May 5, 2017, at 5 PM for a 3-credit course release in either semester

**Number of Awards Available:** 3

**Award:** A 3-credit course release, with a maximum value of \$4,000, for the Fall 2017 or Spring 2018 semester

**Notification of Award:** By May 22, 2017

### **Application Instructions:**

**Cover Page (required):** The Cover Page, included in this document, is required for all applications and all fields must be completed. The Cover Page includes the PI first and last name, school, department and project title. Information regarding the external funding agency to which the PI plans to apply must also be completed. The agency name, title, link to the program announcement on the sponsor website and deadline date are required. The project abstract not to exceed 250 words completes the Cover Page. The Departmental Chair must sign the Cover Page indicating his/her endorsement of the proposal. The applicant must also sign the Cover Page indicating that s/he will complete the full application to the external agency by the deadline date.

**Project Narrative (2 Pages):** The project narrative should not exceed 2 pages. The document must be single spaced with one inch margins. The font must be a minimum of 11 point Arial, Calibri or Times New Roman. The narrative, speaking in the third person, should contain the following, clearly labeled sections:

- a) *Introduction:* An introduction to the proposed research written in a way that is clear, succinct and can be understood by a multidisciplinary panel. The introduction should include an overview of the proposed project.

- b) *Intellectual Merit*: The importance the project, detailing innovation, and a description as to how the research will advance knowledge in the field. The intellectual merit should contain references to relevant literature that support the research methods. Additionally, preliminary results, if available, should be addressed in this section.
- c) *Goals*: The measurable objectives of the proposed project. The goals should also describe the inclusion of undergraduates and underrepresented groups in the project.
- d) *Qualifications of the PI*: Indicate why the PI is qualified to conduct this research. Recent relevant research, publications and collaborations should be included in this section.
- e) *Rationale*: A description regarding why the PI selected the external opportunity indicated on the cover sheet and how this project directly relates to that solicitation. Communications with external agency program officials should be referenced here and included as an appendix.
- f) *Timeline*: The PI should also include a timeline detailing the stages of the application up to and including submitting the full proposal.

**Evaluation:** Every member of the Joint Committee on Research will evaluate each section of the proposal and indicate if the section is: 1) Excellent; 2) Very Good; 3) Good; 4) Fair; or, 5) Poor. The mean average of those scores will be compiled to provide an overall grade to the proposal. The committee will select the top five overall proposals as finalists and they will recommend three for funding from that group. In the event where more than five proposals are tied for the best score, the decision regarding which applications will be included in the top five will be left to the discretion of the committee.

The committee will use following rubric when evaluating the proposal:

1. *Adherence to the Guidelines*: The proposal should meet all of the criteria required as described in this announcement.
2. *Readability*: The text should use clearly composed well-formed, grammatically correct sentences. If the proposal contains charts, illustrations or graphs, the reader should be able to comfortably see them on screen or in print. Readers will also determine if the research methods are adequately described and supported.
3. *Significance and Impact*: The proposal must be innovative and the intellectual merit should demonstrate how the proposed research will advance the field. The committee will look for the inclusion of undergraduates, particularly those from underrepresented groups.
4. *Soundness of the Project*: The reviewers will determine if the expertise of the PIs will adequately contribute to the success of the project. Goals should be well defined, measurable and realistic within the proposed timeline. Reviewers will also see if the PI has satisfactorily chosen the proper external funding announcement for their project and contacted the program official.
5. *Likelihood of Submission and Fundability of Proposal*

**Attachments:**

References Cited (No Page Limit – Not Included in the 2 Page Narrative Limitation)

CV (Two Page Limit – Not Included in the 2 Page Narrative Limitation)

Appendices (Where applicable – Not Included in the 2 Page Narrative Limitation)

**Terms:**

Upon acceptance of an award through this program, the PI is obligated to submit a proposal to the solicitation indicated on the Cover Page. Should s/he not submit an application to that program s/he will forfeit future eligibility to BCGDP. Also, the PI must write a justification to the Provost indicating why the terms were not met.

Please direct questions, by noon on April 28, 2017, to:

**DOMINIC ESPOSITO, DIRECTOR**  
**OFFICE OF SPONSORED PROGRAMS AND RESEARCH**  
[dominic.esposito@baruch.cuny.edu](mailto:dominic.esposito@baruch.cuny.edu)  
646-312-2208

## Baruch College Grant Development Program

### Cover Page

PI Name	
School	
Department	
Project Title	
<b>External Funding Agency Information</b>	
External Agency Name	
Name of the Program and Number (E.g. Economics PD-1320) Note: The number should be included if applicable.	
If this will be submitted to the National Science Foundation, will it be in response to the RUI mechanism?	Yes No
Link to the Program Announcement on the Sponsor Website	
Program Submission Deadline	
<b>Project Abstract (250 Words Maximum)</b>	
Department Chair Endorsement: The signature below indicates that the PI has discussed this project with the Department Chair and he/she is approving this application.	
Department Chair Name (printed)	Signature and Date
By signing below, I certify that I will meet the deadline indicated and submit a full proposal to the program listed above.	
Signature and Date	

PI Name

Project Narrative (2 Pages)