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The City University of New York maintains its reputation as a major research institution by supporting intellectual enquiry in all areas of scholarship and for creative activities. The research and creative accomplishments of the University's teaching faculty include contributions to virtually every area of the scholarly disciplines, the arts, and the professions, and to the intellectual, social, cultural, and economic development of our community and nation.

The Board of Trustees of The City University of New York, the members of the Professional Staff Congress, and City and State Budget officials have recognized the importance of encouraging the scholarly and creative activities of the University's faculty, the junior members of its faculty in particular, through the Research Award Program of the Professional Staff Congress City University of New York (PSC-CUNY).

To implement this Program, the University Committee on Research Awards (UCRA) nominated by the University Faculty Senate and appointed by the Chancellor; is given responsibility for the development of application and award procedures. Assisted by staff at the Research Foundation, the UCRA establishes policy, develops program guidelines, and makes awards. Faculty appointed to the Committee are highly qualified in their disciplines and demonstrate their commitment to achieving excellence in research for the University by serving on the UCRA in addition to carrying a full teaching load.

Each year, as more of the University's faculty have sought this opportunity to receive support for their scholarly and creative activities. During PSC-CUNY-35, the University Committee on Research Awards received about 859 applications for PSC-CUNY Regular Competition Awards and about 190 Out of Cycle Applications. The Committee recommended funding for over 700 projects in the performing and creative arts and in the academic, technological, and professional disciplines. The UCRA welcomes the faculty's participation in this program as evidence of their commitment to intellectual and creative endeavor and encourages all faculty, especially junior faculty, to submit proposals to PSC-CUNY Research Award Program 36.

As an important feature of the program, allocations are structured to give preference to Junior Faculty.

### Eligibility

Funds for research and creative projects are available to all permanent full-time members of the instructional staff, and the junior members of the faculty in particular, who are on the regular University payroll processed through the Office of the Comptroller of the City or State of New York. For the purposes of the PSC-CUNY Awards, junior faculty comprise those at the rank of untenured Associate Professor, Assistant Professor, Instructor, and Lecturer. Since the Program was specifically designed for those permanent faculty where research is a condition of their employment, applications from Visiting Professors, Substitutes, Adjuncts, Research Associates, and any faculty not identified under the PSC-CUNY Contract Article 1 cannot be accepted. Faculty hired on ‘soft money’ may not apply to the program until their status has changed to ‘full time members of the instructional staff as defined by the PSC-CUNY Contract.

In order to provide maximum assistance to faculty whose research is underfunded, faculty with more than $200,000 per year in funding for their own research in the Life & Earth Sciences and Physical Sciences division (excluding fellowships and instrumentation grants), or with more than $100,000 per year in funding for their own research in the Arts & Humanities, Interdisciplinary and Social Sciences divisions as of October 15, 2003, are ineligible to apply.

Faculty members on sabbatical or scholar incentive leave may apply for and receive awards subject to salary restrictions described below. Faculty members on leave of absence may apply for an award while on leave. They must have returned, however, and be back on full-time University payroll before accessing the award. Members of the University Committee on Research Awards are not eligible for awards. Members of the review panels are eligible for awards; their applications will not be reviewed by the panels, but will be handled by the liaison of that panel.

To be eligible, a proposal must involve original research or creative activities by the Principal Investigator. The following activities will not be funded: 1) those that chiefly support the creation or maintenance of institutional facilities or research materials; 2) those that support research to be performed in connection with fulfillment of degree requirements of the principal investigator; 3) the writing of textbooks unless, in the opinion of the Committee, they constitute a significant scholarly contribution; and 4) the development of a curriculum for specific courses or programs.
An individual may not submit more than one application in any one PSC-CUNY Award Competition, as a Principal-Investigator (PI) and/or Co-PI.

Please note however, to be eligible for funding, faculty who have received four PSC-CUNY Awards, since 1997 must produce publications/creative works acknowledging the PSC-CUNY awards and evidence that they have sought or are seeking funding from external agencies. Applicants need not submit the publications/creative works and grant applications themselves, but they must be prepared to produce upon request.

Evaluation Criteria

More applications are received than can be funded. Applications will be judged on the scholarly/creative merit of the project and on the ability of the applicant to perform such work successfully, and on the potential for the research to be awarded funding from external agencies or attain national or international prominence. When reviewing previous accomplishments, the reviewers will consider the fact that junior faculty are often unable to present an extensive record of scholarly/creative experience.

Among the criteria are:

- a well-conceived research or creative design suggesting a reasonable promise of successful execution
- potential contribution of the proposed work to the field
- evidence of scholarly or creative promise and/or productivity
- for research projects, demonstrated familiarity with the literature in the field
- overall availability of program funds. The University Committee on Research Awards may also consider the history, nature, and sufficiency of past and present funding received by the applicant

PSC-CUNY Research Award Program Timeline

September 30th - All receipts for expenditures must be received by the Research Foundation for grants that terminated June 30th.

October 16th - Regular Competition PSC-CUNY Application deadline.

December 1st - Fall Out of Cycle Application deadline.

March 1st - Final reports due

March 31st - All receipts for expenditures must be received by this date for grants that terminated on December 31st.

April 16th - Notification of Awards sent to faculty, budgets and evaluations to follow.

June 30th - Regular Competition and Out of Cycle Awards terminate. Requests for six-month extension must be sent to Research Foundation before this date.

July 1st - Regular Competition and Out of Cycle awards begin.
**Review Panels [choose one panel]**

**Arts and Humanities Division**  
Art History  
Classics  
Comparative Literature  
Creative Writing  
English  
French  
German  
History  
Italian  
Library  
Music  
Performing Arts Production (Dance, Film, Theater, and Video)  
Performing Arts Scholarship (Dance, Film, Theater, and Video)  
Philosophy  
Slavic  
Spanish  
Visual Arts

**Life & Earth Sciences Division**  
Biochemistry & Molecular Biology  
Biology  
Earth & Environmental Sciences  
Health Sciences  
Physiological Psychology

**Physical Sciences Division**  
Chemistry  
Computer Science  
Engineering  
Mathematics  
Physics

**Social Sciences Division**  
Anthropology  
Communication Arts & Sciences  
Economics, Finance & Accounting/Management, Marketing & Administration (Business, Public and Educational)  
Education  
Health & Human Services (Social Work, Health Education, and Public Health)  
Law & Criminal Justice  
Linguistics  
Political Science  
Psychology  
Sociology  
Speech & Hearing  
Urban Studies

**Interdisciplinary Division**  
Ethnic & Area Studies (such as African, Chinese, Judaic, Hispanic, and Slavic)  
Interdisciplinary Studies  
Women's Studies
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<tr>
<th>UCRA Liaison</th>
<th>Review Panel</th>
<th>College</th>
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<tbody>
<tr>
<td>Juan Battle</td>
<td>Sociology</td>
<td>The Graduate School</td>
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<tr>
<td>Candido Cabo</td>
<td>Computer Science</td>
<td>NYC College of Technology</td>
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<tr>
<td>Roberta Cavendish</td>
<td>Health &amp; Human Services</td>
<td>NYC College of Technology</td>
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<td>Bhanau Chauhan</td>
<td>Chemistry</td>
<td>College of Staten Island</td>
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<td>Alberto Cordero</td>
<td>Philosophy</td>
<td>Queens College</td>
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<tr>
<td>Neil Simon Davis</td>
<td>History</td>
<td>Bronx Community College</td>
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<tr>
<td>William Divale</td>
<td>Anthropology</td>
<td>York College</td>
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<tr>
<td>Yuren Dong</td>
<td>Communication Arts &amp; Sciences, Linguistics, Speech &amp; Hearing</td>
<td>Queens College</td>
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<td>Terrie Epstein</td>
<td>Education</td>
<td>Hunter College</td>
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<td>James Gordon</td>
<td>Psychology, Physiological Psychology</td>
<td>Hunter College</td>
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<td>George Guida</td>
<td>Creative Writing &amp; English</td>
<td>NYC College of Technology</td>
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<td>Thomas Haines</td>
<td>Biochemistry &amp; Molecular Biology</td>
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<td>Hubert Howe</td>
<td>Music</td>
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<td>Gerry Jiao</td>
<td>Library</td>
<td>Baruch College</td>
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<td>Joel Lidov</td>
<td>Classics</td>
<td>Queens College</td>
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<tr>
<td>Roman Kezerashvili</td>
<td>Physics</td>
<td>NYC College of Technology</td>
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<td>Leon Karp</td>
<td>Mathematics</td>
<td>Lehman College</td>
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<td>William L'Amoreaux</td>
<td>Biology</td>
<td>College of Staten Island</td>
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<td>Paula Massood</td>
<td>Performing Arts</td>
<td>Brooklyn College</td>
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<tr>
<td>Kenneth McLaughlin</td>
<td>Economics, Finance, Accounting...</td>
<td>Hunter College</td>
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<td>Cheryl Bluestone</td>
<td>Interdisciplinary Studies</td>
<td>Queensborough Community College</td>
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<td>Allen Frei</td>
<td>Earth &amp; Environmental Studies</td>
<td>Hunter College</td>
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<tr>
<td>Joyce Polistena</td>
<td>Art History &amp; Visual Arts</td>
<td>Queensborough Community College</td>
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<td>Immanuuel Ness</td>
<td>Urban Studies</td>
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<td>Jeannne Theoharis</td>
<td>Women's Studies</td>
<td>Brooklyn College</td>
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<tr>
<td>Joseph F. Wilson</td>
<td>Law &amp; Criminal Justice &amp; Political Science</td>
<td>Brooklyn College</td>
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<tr>
<td>Robert Whittaker</td>
<td>Comparative Literature &amp; Languages</td>
<td>Lehman College</td>
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<tr>
<td>Vanessa Yingling</td>
<td>Health Sciences</td>
<td>Brooklyn College</td>
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PSC-CUNY Research Award Program Staff

Derek Lee  
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PSC-CUNY 38 Changes

Renewal Awards are no longer available through the PSC-CUNY Award Program. If an applicant is seeking additional funding for a previously awarded project they must submit a new revised application demonstrating progress and a justification for continued support.

Librarians may request release time as per the requirements stated in the guidelines. Librarians requesting release time must obtain approval from their Chief Librarian prior to including it in their application.

Due to a new contract an applicant’s gross academic year salary plus summer salary now may not exceed $66,292; an increase from $61,111.

PSC-CUNY 38 Regular Competition Application Deadline: October 16, 2006

All PSC-CUNY applications must be submitted online. Paper applications will not be accepted. After an application is submitted online, it will be directed to your campus grants officer for approval. Please check with your campus grants office for earlier deadlines, internal procedures and approvals.

Applications will be received and processed by the Research Foundation of The City University of New York, in accordance with the policies and guidelines established by the University Committee on Research Awards.

It is the responsibility of the applicant to see that the Foundation receives the application and all supporting material by the deadline. Late applications will not be accepted.

After awards are made both successful and unsuccessful applicants will receive copies of the reviews, but the names of the reviewers will not be identified. Please see Award Expenditures for additional information about post award procedures.
Application Preparation

College Grants Officers will assist in the preparation of applications. For additional information, contact the PSC-CUNY Research Award Program at the Research Foundation at (212) 417-8464.

A complete proposal consists of a submitted and approved PSC-CUNY online application, which includes an attached five-page project description with supplementary materials, if applicable.

Co-PI:

The applicant may apply jointly with a Co-Principal Investigator. The Co-PI must create an account through the online application system and complete the My Profile section. The PI can then add a Collaborator in the Applicants section of the online application.

Review Panel:

Applicants must select one Review Panel to submit their proposal to. However, the UCRA reserves the right to select the appropriate panel for each proposal. Applicants should consult with their Grants Officer or the Program Administrator at the Research Foundation if they are in doubt.

Panels fall under the jurisdiction of five major divisions: Arts & Humanities, Interdisciplinary Studies, Life & Earth Sciences, Physical Sciences, and Social Sciences. The Interdisciplinary Division consists of three panels, all interdisciplinary in nature: Ethnic and Area Studies, Interdisciplinary Studies, and Women's Studies.

Type of Awards

One-Year Awards:

A maximum of $6,000 may be requested, inclusive of the Principal Investigator's summer salary and fringe benefits. Most awards are funded between $3,000 to $5,000.

The grant period will be one-year, from July 1st to June 30th. An automatic six-month extension will be given upon written request before the grant expires. After this six-month extension is granted, no further extension will be allowed.

Out-of-Cycle Awards for New Faculty Only:

Out-of-Cycle awards will begin on July 1st 2007

Faculty new to CUNY may submit proposals for an Out-of-Cycle Award. Proposals will be accepted for consideration until December 1st for faculty who were hired after June 1st. Please include date of hire on the Application Form.

Please note faculty may apply for an out of cycle award only once. If a faculty member changes campus, they may only apply in the regular competition.

Emergency Awards:

Extraordinary events may require immediate support for research or creative activity. The UCRA will consider applications outside the normal funding cycle only if unusual circumstances would jeopardize the research, should it be required to wait for the next funding cycle. Applicant must demonstrate that in no way could the proposal have been submitted in the regular competition. Contact the Program Administrator at the Research Foundation for further information.

Human and Animal Subjects:

If you use Human or Animal Subjects in your research, you must to check off that box on the Application Form. If you have any questions about this, please contact the appropriate committee through your grants office. Please note - interviewing selected clientele may require Human Subject Approval. We recommend that you submit necessary
paperwork to your campus Institutional Review Board (IRB) and/or Institutional Animal Care & Use Committee (IACUC) as early as possible. Awards begin July 1st but you cannot access funds until you have required approval(s).

**Supplementary Materials:**

Please check off Supplementary material on the application form only if it is a separate item such as slides or tapes and it is material to be returned. Attachments of a published or unpublished work must be attached to creative writing proposals. **Three** identical sets of slides, photographs, cassette or CD recordings, or musical scores of the applicant’s previous work should be submitted with art or music proposal under separate cover to RFCUNY if not attached to the application. All other types of proposals may provide three copies of no more than **two brief** appendices (four pages or less) as attachments. Although the University Committee on Research Awards makes every effort to return all supporting materials in good order, on no account should original or unique items be submitted. IF you are submitting non-text materials please send them to PSC-CUNY Research Award Program Research Foundation of CUNY 230 West 41st St. 7th Fl. New York, NY 10036.

**Consult with your grants officer for guidance on all matters of budget preparation.**

**Amount Requested:**

Although the typical award is considerably less, a maximum of $6,000 may be requested. **Note that this ceiling does not guarantee that the total amount requested will be funded.**

**Summer Salary:**

A summer salary may be given under an Annual Award to enable a Principal Investigator to spend 100% of his or her time during the summer months conducting research or engaging in scholarly or creative activity under the PSC-CUNY Research Award Program. If an investigator should receive summer support from another source, the summer salary will be reduced accordingly. **Summer salary is not available during any month that the investigator is teaching classes.**

Principal investigators may apply for a maximum of $3,000 ($1,500 for each of the summer months). However, the gross academic year salary plus summer salary may not exceed $66,292, which is the top salary of the assistant professor scale, not including longevity steps of the PSC-CUNY contract enforced at the time of application. Calculations should be based on salary levels as of January 1, 2007 for the summer of 2007, with the exception of faculty on sabbatical.

Only one principal investigator whose combined annual salary and summer salary does not exceed $66,292 is eligible to receive a summer salary.

Principal Investigators who are paid on a 12-month basis are not eligible to receive summer salary.

**Faculty on Leave:**

Faculty on sabbatical or special leave for academic or related purposes may be awarded salary support for the conduct of their research or creative projects during the summer if their gross salary during either calendar year which falls within the award year does not exceed $66,292. This amount includes sabbatical salary, stipend or salary support from other granting agencies, as well as the PSC-CUNY award summer salary (a maximum of $3,000 for the two summer months). Estimates of the amounts of these various sources of support should be given in the budget justification.

Normally, summer salary is available for the first summer of the award period. Faculty on leave may conduct their research or creative projects either during the first summer of the award period or the following summer, if they are eligible for the summer salary in that second calendar year.

**Released Time Salary:**

A fixed amount of $3,990 may be requested for three credits of release time, $3,000 for salary and 33% fringe benefits. **Faculty requesting released time must obtain approval from their Provost/Deans prior to including it in their application.** An explanation for the need for release time must be included in the budget justification.
HEO's and CLT's are not eligible for release time.

Research Staff:

The University Committee on Research Awards assumes that every effort will be made to employ CUNY students. Prior approval of the UCRA is required to hire a non-CUNY student as a research assistant and justification must be provided.

Post-doctoral Assistants may be supported up to the amount allowable for graduate students. The UCRA defines a Post-doctoral Assistant as someone who has recently received a doctoral degree and who has not held a full-time faculty appointment for one academic year or more. **A Principal Investigator may not hire another full-time faculty member as a research assistant.**

A PI may not hire a member of his/her immediate family without prior approval of the UCRA. See RF Policy on Conflict of Interest.

The PI has the responsibility to give adequate prior notification to all individuals employed on grant of the termination date of their employment. Termination may result from exhaustion of funds, completion of employee's work, end of grant period or other reasons.

Please provide a complete job description for all research staff.

The PSC-CUNY Research Award Program does not support student stipends or tuition costs for either the Principal Investigator or any assistant.

Clerical Assistance:

Only clerical assistance directly required for the work of the project should be requested in the proposed budget as a research assistant. An explanation should be detailed in the budget justification section.

Fringe Benefits:

All employees receive statutory benefits. Additional Foundation benefits are available to project employees scheduled for at least four consecutive months and 19 or more hours per week of employment.

Principal Investigators receiving summer salary may be eligible for a contribution to the TIAA-CREF annuity program. Eligibility will be determined in accordance with Research Foundation policies. The current fringe benefit rate for the Principal Investigator's summer salary is 25%. The current fringe benefit rate for release time is 33%. Research Assistants working more than 19 hours per week will be charged a fringe benefit rate of 35%; those working 19 hours or less per week are charged 10%. Please note that these rates are subject to change.

Equipment:

Equipment purchases should be directly related to the applicant's research project and should not be for the purpose of equipping department laboratories. Only single items $1000 or over should be budgeted as equipment. Equipment requested should be itemized in the budget justification. Any items under $1000 should be budgeted under supplies. Applicants whose budgets consist primarily of items of general purpose equipment will be given low priority for funding. Costs of renovations and office furniture will not be allowed. Please note that equipment purchased with PSC-CUNY funds remains the property of CUNY.

At the termination of a project, the equipment will be retained for use in the PI's department. If the PI moves to another department or CUNY campus and has continued need for equipment, it may be transferred, but still remains property of CUNY.

Individual colleges are expected to provide computer time and facilities to faculty members without charge. If an applicant is unable to use a City University computer facility, and therefore wishes to purchase computer equipment, an explanation of the circumstances is necessary.
Expendable Supplies and Materials:

Give details of the supplies specifically required for the project. Note that funds may be requested for books, publications, or conference proceedings specifically relevant to the funded research if they are not available in libraries or are required for longer periods than the short-term loan libraries can provide. These purchases must be carefully justified, including specific titles. **Funding may not be requested for journal subscriptions, internet service, memberships in professional organizations and anything that serves an on-going need.**

Duplication:

Limited funds will be allowed for photocopies, microfilms, etc. of materials not easily obtainable or readily available. Funds for duplication should be requested under expendable, supplies and materials budget category.

Travel:

Proposed travel must be essential to the project and should be fully described in the budget justification, including itinerary, duration at each location, time of year traveling, cost of transportation, estimated per diem expenses, and other miscellaneous expenses. Where foreign travel is proposed, the principal investigator must state that collections and/or resources are not available in the United States. Travel for assistants must be specified and justified. **Travel destinations approved in the budget must not be changed without prior approval of the UCRA prior to travel.**

Domestic carriers should be used for foreign travel whenever possible. However, the applicant is expected to choose the lowest practical fare appropriate to the length of time traveling as well as the time of year, and, if necessary, give some explanation. Such a rate will be the basis for Committee approval. For travel exceeding one week at any location the PI should seek the most economical accommodations wherever possible.

Current New York State travel guidelines, which are described in the Research Foundation's [Project Director's Guide](#) are the basis for travel reimbursement. No more than two months’ travel (60 days) will be covered. Note that the per diem allowance covers both meals and lodging and the lodging costs will have to be documented by receipts. The amount requested should be based on the applicant's best estimate of what the true cost will be, within the limit of the maximum.

**Travel costs for attending or presenting papers at meetings of professional associations, conferences seminars and workshops will not be supported. Only registration fees for conferences will be supported.**

Publication and Manuscript Preparation Costs:

Costs of preparing manuscripts resulting from a PSC-CUNY Award and costs of publishing those manuscripts in journals (e.g. page charges and reprints) may be requested as part of the regular budget request.

If these funds are not likely to be expended within the grant period and the applicant wishes to extend the grant, a request must be made before the grant expires. A maximum of three years from the inception of the award may be requested, giving some expectation as to when the article/book is likely to be published. A written request may be made to the Committee to transfer manuscript preparation and publication funds to another budget line or vice versa, as well.

When submitting a request for reimbursement, a full copy of the manuscript should be submitted.

Typing that is an integral part of the project, e.g. the typing of questionnaires, and that has been approved by the University Committee on Research Awards, should be included in the budget for individual awards.

Authors who receive remuneration for manuscript preparation from their publishers or from journals must reimburse their award.

**Budget Justification:**

The budget request must be justified on the basis of the project's objectives and anticipated results. The rationale for each budget item must be specified in the space provided. **Please list items in order of importance.** When requesting items
of equipment costing $2,500 or more, the applicant must indicate in detail, the manufacturer and model number, and clearly explain the need for the particular model.

Publications:

The investigator should submit a list of their most relevant publications and experience over the past five years. Curriculum vitae should not be attached.

Other Funding:

In the Other Funding section, applicants should provide a complete list of awards and grants received over the past five years, in the four sections provided, past PSC-CUNY Awards, current external grants/awards, external grants/awards resulting from PSC-CUNY funding and External awards/grants under review or in preparation. Please state the start and end date of grant, title and funding source, amount and role, where applicable. The PSC-CUNY Research Award Program is not intended to replace external sources of support; therefore, wherever feasible, applicants are expected to attempt to secure other support.

Potential Reviewers:

Applicants may submit up to three names and contact information of competent reviewers and state any relevant personal or professional relationship between them. Reviewers are not allowed to be from the same campus as the applicant, so applicants should not submit names of faculty from their campus. The panels are not required to use any suggested reviewer, but may use only one. If no relationship is stated, the reviewer will not be used.

Project Description:

Project Descriptions must be attached to all applications as either a Microsoft Word document or an Adobe Acrobat PDF file. A project description, including tables and references, is limited to five pages, single or double spaced, with one-inch margins and using a 10-12 point font. If the project description exceeds the page length, the application will be ineligible.

The Introduction should contain a clear, concise statement of the problem, and the significance of the proposed project to the academic discipline. List specific objectives to be accomplished during the award period.

The Background for the proposal should place the project in the perspective of the discipline, and include a review of the pertinent literature.

The Project Design should present a detailed description of the expected course of the project. For research projects, applicants should indicate experiments to be undertaken and/or procedures to be used; any unique or novel approaches; questionnaires to be used or archival research; theories or hypotheses to be developed and tested; information to be collected and examined; kinds of data to be obtained, and the means by which the data will be analyzed or interpreted; documents to be analyzed or consulted; or any other materials and methods that are appropriate to the discipline. If possible, a tentative schedule of research within the award period should be included.

Creative arts proposals should contain descriptions of the work to be produced, materials and facilities to be used, supplementary materials, personnel and production requirements.

Change in CUNY Status

An awardee should promptly notify the University Committee on Research Awards of any change in his or her status as a member of The City University of New York full-time instructional staff. Awardees on leave of absence during the award period must also advise the Committee and give assurance that they will return to CUNY at the end of their leave period.

Termination

If a PI loses or relinquishes his/her status as a full time faculty member of City University any pending grant will be withdrawn and any award previously made will terminate. Expenditures legally obligated before the effective date of change will be honored. Faculty members on travia leave may continue to access their awards until the travia has ended.
Award recipients who will not be reappointed the following September 1st, after the effective date of the award are entitled to use their research award funds until the termination of their current appointment. At that date, the account will be terminated and all remaining funds returned to the program. Such recipients should notify the Research Foundation of their termination date. Awards are not transferable.

**Acknowledgement of Grant Support**

Publications, performances and presentations, including visual and electronic media, should contain the following acknowledgement of support: "This work was supported (in part) by a grant from The City University of New York PSC-CUNY Research Award Program." It is the responsibility of all recipients to notify the UCRA of any such work resulting from the PSC-CUNY Research Award Program.

**Award Expenditures**

No expenditures will be allowed until the:

**Human and/or Animal subject approval is obtained and a copy is on file at the Research Foundation, where required.**

The Principal Investigator (PI) must authorize all payments from PSC-CUNY grants. **No alternative authorized signatory will be accepted without the permission of the University Committee on Research Awards.**

Expenditures in excess of the awards are not allowed. Any commitment made by the PI resulting in an overdraft will be the Investigator's personal responsibility and obligation.

The Foundation should be notified of all liabilities incurred on a grant prior to termination. Foundation will honor all invoices dated within the grant period. No invoices will be accepted beyond ninety (90) days after the termination date of the grant. Such invoices will become the responsibility of the Principal Investigator.

**Advances**

PSC-CUNY Research Award Program advances funds to PI's for travel and subject payment only. The PI cannot access any funds in their account(s) if they have an outstanding advance. Advanced funds must be accounted for with travel and/or subject receipts. Advances cannot exceed 80% of the amount awarded and/or exceed the amount budgeted for travel/subjects.

Travel advance forms are available at each campus' grants office. **Travel advance forms should be submitted to the Research Foundation at least three weeks prior to travel.**

To receive an advance for subject payments, please submit a completed payment request form and a petty cash fund request form. The petty cash fund request form is available under Downloadable Forms in the OTPS/AP section.

**RF Purchase Card**

Research Foundation Purchase cards are not issued for PSC-CUNY grants.

**Equipment Purchases**

Equipment, any single item over $1,000 must be an approved budget item on your grant. Requests for budget reallocation for equipment cannot be made after purchase. Please be sure that your grant has adequate funds before purchase. Also remember that equipment purchased from PSC-CUNY funds remain property of CUNY, so check with your campus grants office before ordering equipment for specific college policies.

Approved equipment may be purchased either directly by the Principal Investigator (PI) or ordered by the PI with a Small order form. We will not encumber funds for equipment purchases under $5,000. If purchased by the PI, he/she should not pay tax because RFCUNY is tax exempt, contact us for a tax-exempt form. RFCUNY will not reimburse for sales tax. After the equipment is received a signed payment request, an invoice and proof of purchase must be submitted to RFCUNY for either reimbursement or vendor payment.
Payment for equipment must be made from 100% of PSC-CUNY funds or PSC-CUNY funds and another RFCUNY grant(s). The PI cannot use any personal funds for final payment toward equipment.

**Budget Changes**

PSC-CUNY Award funds must be spent in the categories allocated in your approved budget. If you wish to reallocate funds, please email all requests for budget changes to psc_cuny@rfcuny.org. You must include your grant number, how you would like the funds reallocated and the justification of the proposed change in relation to your research.

The following changes require approval of the UCRA liaison of the panel that handled your application.

- A change from Research Staff to supplies, equipment, travel or any other category.
- A change to travel not requested on the original budget or change of travel location must be made prior to travel.
- A change to any budget category not requested on the original budget.
- If budget category expenditures will exceed $500 more than original allocation.

You must still email all other requests for changes so that your budget can be adjusted accordingly.

All Research Foundation policies and procedures are also applicable to the PSC-CUNY Research Award Program.

**INSTRUCTION FOR PAYMENT FROM PSC-CUNY RESEARCH AWARDS***

Research Foundation payment forms may be obtained from the Grants Office at your college. Please review forms carefully prior to submission. Include your signature, award number, and attach appropriate documentation, if needed.

**Salaries and Wages** (for Research Staff, PI Summer Salary, etc.)

1. At the time of employment, several documents are required to place an employee on the Foundation's payroll. For additional information, please refer to “Placing Individuals on Payroll.”

2. To initiate salary payments upon appointment of staff, please submit the following documents:

   a) Biweekly Salary Certifications for Full-time staff (e.g. Summer Salary).

   b) Payroll Time Sheets for Part-time (hourly) staff.

Employees receive their pay on alternate Wednesdays. The two-week pay period ends on Sunday, ten days prior to the pay date. See Payroll Calendar for pay periods and due dates.

3. Questions concerning payroll or personnel matters may be directed to the Office of Client Services.

4. Faculty with release time in their budget must complete a “CUNY Staff Effort Notice” obtainable from the campus Grants Office.

**Payment for Other than Personal Services (OTPS)** (supplies, equipment, travel, etc.)

1. The Research Foundation Payment Request form (#RF-021, revised 01/01) should be used for all non-salary payments except travel. An original invoice or receipt must accompany the Payment Request form. For information concerning non-salary payments, contact the Program Administrator at (212) 417-8464.

2. Purchases over $5,000 require a Purchase Requisition Form. Keep one copy for your records and send the original to the RF Purchasing Office. The RF will send out a Purchase Order (PO) and forward a receiving copy as well as a file copy to you. When the
item arrives, use the receiving copy of the PO to certify its receipt. Attach the receiving copy and the original invoice to a completed Payment Request Form and forward the documents to Accounts Payable for payment.

3. Requests for a travel advance or payment of travel expenses should be indicated on the appropriate RF travel forms (#RF-040 for advances and #RF-041 for reimbursements). You may request an advance of up to 80% of your total budget allotment for travel. If a travel advance is issued, a travel expense form and receipts must be submitted upon completion of travel. Please contact the Program Administrator at (212) 417-8464 for additional details on travel funds.

4. Payments to RF approved, independent contractors under $1,000 require an additional completed Memorandum of Understanding, a list of clients, and an invoice. Independent Contractors paid over $1,000 (cumulative or otherwise) must be placed on an Independent Contract Agreement (ICA). An ICA Requisition Form (RF-803) initiates the process. Principal Investigators should not, under any circumstance, pay independent contractors in advance from their own funds. Please contact the Legal Department for additional information at (212) 417-8361.

5. The Research Foundation is exempt from all sales tax, both federal and local. A statement to this effect is preprinted on all purchase orders. If you need a certificate of tax exemption, call (212) 417-8481. Our Tax Exempt Number is 119218.

*N.B. This is a summary; you will need to refer to the Research Foundation Project Director's Guide for complete information.

**Award Extension**

The PSC-CUNY Regular competition grants award period will be for one year, from July 1st to June 30th. A six-month extension until December 31st will be given upon request. Please e-mail your request to psc_cuny@rfcuny.org before June 30th. After this six-month extension is granted, no further extension will be allowed.

Out-of-cycle awards begin in the spring and end June 30th of the following year. A six-month extension until December 31st will also be given upon request. E-mail your request to psc_cuny@rfcuny.org. After this six-month extension is granted, no further extension will be allowed.

**Foundation-University Policies**

All Research Foundation and University Policies apply to activity conducted under this program. Generally, the Research Foundation Project Director's Guide, as implemented at your college, contains the procedural information necessary to conduct your award.

**Final Report**

A final report is required from faculty receiving awards in this competition. All award recipients are required to prepare a one-page final project report citing publications and any external grants submitted or received as a result of their PSC-CUNY Award. No further PSC-CUNY awards will be made to PI unless final report is submitted. Final reports are due March 1st following the expiration of the grant. Please e-mail all Final Reports to the Research Foundation.