



DRAFT
School of Labor and Urban Studies
Faculty Research Grants
2019-2020
Request for Proposals

We are pleased to announce the newly formed School of Labor and Urban Studies (SLU) guidelines for Faculty Research Grants (FRG). FRGs were designed to support tenured and tenure-track faculty research and sponsored research projects. Below please find the relevant definitions and explanation of the application process.

Applicants must upload the following documents online at _____ no later than _____:

I. Grant Categories

Category One: Individual Research Grant

- Individual research grants are awarded to support faculty research in their discipline/field.
- Grantees will be awarded up to \$5,000 for the academic year.
- Grants can support software, non-teaching adjunct research, software, books, and travel.

Category Two: Institutional Research Grant

- Individual research grants are awarded to support faculty research related to the SLU mission and/or research that sheds light on current issue(s) in Labor or Urban Studies.
- Grantees will be awarded up to \$5,000 for the academic year.
- Grants can support software, non-teaching adjunct research, software, books, and travel.

II. Qualifications

- A. The applicant must be tenured or a tenure-track faculty member.
- B. The eligible applicant may receive a FRG award up to three times over five years.

III. Requirements

Applicants must submit the following documents online by _____:

1. Application form
2. Two-page Curriculum Vitae
3. Funding Justification Narrative (Please follow FRG narrative guidelines)
4. Names of potential publishers and journals, if applicable
5. Budget/Budget Narrative

IV. Post Award Procedures

- A. Award funds must be expensed by _____.
- B. Process for obtaining payment of expenses:
 1. Submit a hard copy memo, including your name, appropriate year(s) of funding and a brief explanation of your expenses, making clear that it complies with your approved budget.
 2. Requests for travel reimbursement must be submitted within 30 days of completing the relevant travel. Expenses may include the cost of transportation, lodging, per diem, and car rental.
 3. Submit purchase orders or check requests accompanied by invoices. Required documentation must be attached as hard copy originals.
 4. When paying an individual (such as a pay for non-teaching adjunct), you must submit appropriate paperwork in order to register them in the CUNY system before they start to work.
 5. Submit the appropriate SLU personnel forms or HR paperwork completed with everything except the budget numbers and authorizing signature.
- C. Each grantee must submit an FRG summary report of his/her scholarly activity by _____ and is required to present a talk at a Faculty Research Day event.

Guideline for Narrative

Length: No more than 2,000 words (not including bibliography).

Purpose: To promote your project and to form the initial seed for what may develop into an external grant or fellowship proposal or work needed to complete book's publication, article, etc. or SLU related research.

Organize the narrative with the following section headings:

Abstract: One paragraph (200 words) describing your proposed project, including:

- a clear and concise statement of topicS
- stage of research to date
- timeline for execution of entire project, should your FRG be awarded
- expected outcome(s) (e.g., monograph, scholarly article, larger grant or external fellowship application) If expected outcome is to complete a portion of a larger endeavor, please provide a brief explanation of that endeavor and how this FRG project will contribute to it.

Background: Detail how the the project is related to your own and other individuals' scholarship in the field. (Reference to your bibliography is appropriate).Contribution Explain how the project will advance scholarship in your field or advance mission of SLU.

Method: any further impact it may have across disciplines and/or in direct application.

- research methods and materials;
- past, current or proposed collaborations;
- elaboration of scope of work;
- form of external support for this project that you have received, applied for, or for which you intend to apply.

Conclusion: Make a concise narrative about how you will achieve your stated short-term intended outcomes.

Connect narrative to your outcome:

- For an article, reiterate the target journal(s) for the publication(s) and any further presentations;
- For an external fellowship or grant application, please provide the request for proposal(RFP);
- Research to be presented at a public forum or creation of a public report;
- For a book, reiterate whether you already have a contact or identify your targeted/interested publisher(s) and your timeline to completion.

Bibliography: Publications that are relevant to this project and the essential titles or materials of other scholars upon whose work either you will build or to which you seek to present alternatives.

Faculty Research Grant Budget Template

Name of Principal Investigator: _____

SLU e-mail address: _____

Project Title: _____

Grant Period: _____

Select Category

_____ **Category One: Individual Research Grant**

_____ **Category Two: Institutional Research Grant**

Category		Amount		Total
Non-Teaching Adjunct				
Travel				
Software				
Other Expenses (Specify)				

Total Budget: _____