



## **NYUSPS Dean's Research Grant Program 2020-2021 Academic Year**

Established in 2014, the NYU School of Professional Studies Dean's Research Grant Program aims to support faculty research at the School. Scholarly and applied research are critical additions to faculty teaching in the classroom, and to expanding the School's role as a thought leader in industry. A fund of \$50,000 per year will be dedicated toward this important initiative. Grants of up to \$5,000 will be awarded to support selected proposals.

### **Eligibility:**

- Only SPS full-time faculty members are eligible for this award. Adjunct faculty may partner with a full-time faculty member on a research project.
- There are no restrictions on rank/title, years of service, and/or prior research.

### **Process:**

- All applications are self-nominations (you do not need to be nominated by fellow faculty).
- A Selection Committee appointed by the SPS Dean will review all submissions and send finalists for consideration to the Dean.
  - The Committee may request additional information and suggest changes to the proposal before providing a recommendation to the Dean.
- Proposals with research that involves human subjects ([see definition here](#)) will receive a conditional approval pending receipt of an exemption or approval letter from the [University Committee on Activities Involving Human Subjects \(UCAIHS\)](#).
- Note: All proposals will be evaluated on merit ONLY. Awardees will not be selected according to department size or any other criteria.

### **Deadlines:**

- Application available: **November 15, 2019**
- Deadline for submission: **March 13, 2020**
- Recipients award notification: **May 2020**

### **Funds:**

- Funds are typically available as of September 1, and are generally disbursed as reimbursements. However, advances for anticipated expenses may also be issued.
- ***Applicants who receive a conditional approval will not have access to any funds until all conditions have been satisfied.*** Recipients must submit any notifications of meeting the conditions to the Office of Academic and Faculty Affairs at [sps.facultyaffairs@nyu.edu](mailto:sps.facultyaffairs@nyu.edu).
- Funds are time limited to one academic year (September 1 – August 31) and are subject to faculty reappointment.
- Recipients of a grant will be required to submit ORIGINAL receipts for all reimbursements and/or advances.
- Recipients will be personally responsible for paying approved expenses for which original receipts are not submitted or that exceed the grant limit and for all unapproved expenses. All reimbursements/advances must follow [University guidelines](#).

### **Recipient Responsibilities:**

- Awardees are required to present findings near the end of the proposed project and may be asked to serve on the Dean's Research Grant Program Selection Committee during the following year.
- Recipients may be contacted to provide periodic updates that may appear in the faculty newsletter, annual report, online, etc.



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**2020-2021 Academic Year**  
**Application Information**

### 1. Criteria for Selection

Proposals must meet all of the following criteria:

- Is the project innovative or creative?
- Does the project have the potential to make a significant impact that outlasts this grant?
- Is the rationale for the project sufficiently strong and compelling?
- Does the proposal give evidence of the necessary expertise to effectively carry out the plan?
- Does the project effectively draw upon available institutional resources and expertise?
- Is the budget solid and reflective of real needs?
- Does the project complement the existing or planned research of the department?

In addition, proposals should meet at least one of the following criteria:

- Does the proposal have the potential to lead to publishable work?
- Does the project have potential to attract outside funding and/or other resources?
- Does the project have the potential to prompt innovations in the relevant field?

*Priority will go to first time applicants; then previous awardees for a new project; then previous awardees for the same project.*

If you are seeking funding for a project previously funded by this grant, please note that the same project is only eligible for two years of funding through this grant (the two years do not need to be consecutive). Please include a description of the outcomes and/or products from the previous grant including:

- Abstracts and citations for published works
- Descriptions of events or activities hosted
- Explanation of how the work you proposed for this current application will build on previous work
- Any efforts undertaken to seek outside funding

### 2. Project Statement (3-5 pages maximum)

Project statements must address the following:

- Clear statement of purpose, scope, and timeline of project
- Description of project
- Objectives
- Method and/or proposed action
- Tangible outcomes. Examples include:
  - Conference/Meeting/Presentation
  - Working paper
  - Publication
  - Legislative Recommendations
  - Documentary Film
- Address how the project meets the outlined criteria above

### 3. Budget

Successful proposals will include a carefully prepared budget and thoughtful allocation of resources. Justifications should be provided for each proposed line item. Please include estimated dates of when you expect to incur each expense. **All budgets must be vetted by the Office of Finance and Administration prior to submission.** To

review your budget, please contact the Office at [sps.budget@nyu.edu](mailto:sps.budget@nyu.edu). It is recommended to allow up to two weeks for this review to be completed. *The final communication from the Office of Finance and Administration must also be included in the proposal.*

The following are items for consideration when preparing the budget:

- Advertising and promotion: Funds, advertising, and/or promotion may be requested if the activity is integral to the success of the project.
- Travel: Events, conference attendance, and/or meeting related expenses.
- Hotel, airfare, meals
- Personnel: student assistants (to help with research), consultants, event managers, translation costs, etc.
  - If you are requesting the work of a graduate assistant or other assistance, please clarify the proposed duties for each individual as explicitly as possible.
- Books and/or journals for research.
- General administrative costs: reprographic costs, etc.
- Small or unique equipment costs.
- Dues or membership fees.

Budget revisions after initial approval will only be considered under special circumstances and must be reviewed by the Chair of the Dean's Research Committee and approved by the SPS Dean.

#### **4. Curriculum Vitae**

Please include your current curriculum vitae with your application.

#### **5. University Committee on Activities Involving Human Subjects (UCAIHS)**

*At New York University, all research involving human subjects (funded or not funded) must be reviewed and approved by the University's Institutional Review Board (IRB) **before** being carried out.*

Before submitting an application for the Dean's Research Grant Program, applicants should review the [IRB Decision Tree](#) to determine if their project meets the definition of Human Subjects Research. Affirmation of this review is required on the application.

#### **6. Specialized Technical Equipment**

The Dean's Research Grant Program will fund requests for specialized technical equipment required to complete a research project provided there is a clear and detailed rationale for its use, and the project has received approval. All specialized technical equipment purchased with the grant will remain property of the NYU School of Professional Studies.

*Equipment not covered under the grant includes desktops, laptops (some exceptions apply), and all-in-one computers that can be obtained via the Technology Support Model at the NYU School of Professional Studies. Peripheral equipment requests will be reviewed on a project by project basis to determine eligibility under the fund.*

More detailed information can be found in the [Use of Specialized Technical Equipment document](#).

#### **7. Conditional Approvals**

Applicants who receive a conditional approval are required to satisfy all conditions before funds are released.

If IRB approval is needed, please visit the "[How to Apply](#)" page to begin the application process. Investigators planning to initiate a research study involving human subjects should allow at least **two months** for the review process, since UCAIHS may need to request revisions or additional information before granting final approval.

For additional guidance, please review the IRB [FAQ's](#) or schedule a [consultation](#) with an IRB expert at the UCAIHS office.

More information can be found here: <https://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research.html>

## **8. Extension Requests**

The Dean's Research Grant Program is valid for one academic year (September 1 – August 31) cycle. Single-semester extension requests will be considered under special circumstances and on an as needed basis. A formal extension request must be submitted to the Office of Academic and Faculty Affairs ([sps.facultyaffairs@nyu.edu](mailto:sps.facultyaffairs@nyu.edu)) by the end of the spring semester. Requests will be reviewed by the original selection committee and a recommendation will be made to the SPS Dean.



**NYUSPS Dean’s Research Grant Program  
2020-2021 Academic Year  
Application Form**

Please use the following list to ensure that you have included all application materials. Submit your completed application as one single PDF to [sps.facultyaffairs@nyu.edu](mailto:sps.facultyaffairs@nyu.edu). Only complete applications will be considered.

- Completed application form
- Project Statement (3 to 5 pages maximum)
- Preapproved Budget
- Curriculum Vitae

**FACULTY INFORMATION**

Last Name	First Name	Initial	
Faculty Title	Department		
Mailing Address	City	State	Zip Code
Email Address	Telephone No.		

**PROPOSAL INFORMATION**

Title	Amount Requested
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**ABSTRACT (Please limit to one paragraph and include a clear statement of objectives)**

**STATEMENT ON UCAIHS REVIEW** **INITIALS**

<p><i>At New York University, all research involving human subjects (funded or not funded) must be reviewed and approved by the University's Institutional Review Board (IRB) before being carried out.</i></p> <p>I have reviewed the information on the <a href="#">University Committee on Activities Involving Human Subjects</a> (UCAIHS), including the <a href="#">IRB Decision Tree</a>. If granted a conditional approval, I will submit my proposal for review by the UCAIHS. I understand that my funds will not be available for use until receipt of an exemption or approval by the UCAIHS.</p>	
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**FACULTY MEMBER’S SIGNATURE** **DATE**

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