NYU SPS Dean’s Research Grant Program
Spring/Summer 2023 & Academic Year 2023-2024 Awards

Established in 2014, the NYU School of Professional Studies Dean’s Research Grant Program (DRGP) aims to support full-time faculty research at the School. Scholarly and applied research are critical additions to classroom teaching and help expand our faculty’s roles as thought leaders in their respective fields. Dean Kamath has increased the fund to $60,000 per year to support full-time faculty research projects.

At the beginning of the Fall 2021 semester, Dean Kamath asked a working group of faculty to consider how the DRGP might be updated with the goal to better serve faculty needs. The group conducted a faculty survey in November and, based on this feedback, arrived at a new model that allows for project grants of up to $5,000 (same as in previous years) as well as smaller awards up to $2,500 (“seed funding”) for start-up and/or cross-unit group explorations. For the sake of clarity, these two options will be referred to below as “project grants” and “seed funding.”

Projects with two co-principal investigators that are both full-time faculty members are eligible for a combined award of up to $10,000 at the discretion of the Dean's Research Committee.

Eligibility:
- Only SPS full-time, continuing contract faculty members are eligible for these awards. (Adjunct faculty can support or partner with full-time faculty on research projects, but they are not eligible to apply to the DRGP on their own. Adjunct faculty have access to a separate NYU-wide pool of professional development funds.)
- There are no restrictions regarding rank/title, years of service, and/or prior research funding or experience.

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.

Last updated: January 18, 2023
Proposals with research that involves human subjects (see decision tree here) will receive a conditional approval pending receipt of an exemption or approval letter from the University Committee on Activities Involving Human Subjects (UCAIHS).

All proposals will be evaluated on merit ONLY. Awardees will not be selected according to department size or any other criteria.

For projects with two co-PIs seeking a $10,000 award, the committee will evaluate the proposal as both a single $5,000 award to both faculty and also at the $10,000 level.

Deadlines:

- Application available: **December 19, 2022**
- Deadline for submission for all proposals: **February 1, 2023**
- Recipient award notification: **February 13 for Spring/Summer 2023 requests; March 1 for AY24 requests**
- If funds are still available after this first round, additional deadlines will be posted.

Funds:

- Funds are typically available as of September 1. For this year only, funds will be available starting March 1 for Spring/Summer 2023 projects. Funds are typically 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.
- Funds are time-limited to one academic year (September 1 – August 31; and March 1 - August 31 for the spring/summer 2023 cycle only) 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, including NYU Travel and Expense Policy.
- The Dean's Research Committee will distribute double-awards based on the volume of grant applications. The committee will prioritize single-recipient projects, and then assess what remaining funds are available to double-award grant applicants.

Recipient Responsibilities:

- Awardees are required to present findings at an SPS faculty meeting or Research Salon after the proposed project has ended, and may be asked to serve on the Dean’s Research Grant Program Selection Committee during the following year.
Recipients also may be asked to provide periodic updates for SPS faculty highlights, SPS or unit annual reports, SPS social media postings, etc.

Dean's Research Grant Application Instructions

1. Criteria for Project Funding Selection

Proposals must meet all of the following criteria:
- Does the project have a clear, strong, and compelling rationale?
- Will the project make a significant impact in its field/industry (i.e. what interventions is it making, what needs or gaps does it address, what questions will it be the first to answer)?
- Is the project innovative?
- Does the project complement the existing or planned research of the faculty member's home department?
- Does the proposal give evidence of the necessary expertise to effectively carry out the plan?
- Does the project effectively draw upon available/existing institutional resources and expertise?
- Is the budget reasonable, efficient, and reflective of real needs?
- Does the project further the mission, goals, and values of the School? [See SPS Vision 2025]

In addition, proposals for project funding should meet at least one of the following criteria:
- Does the proposal have the potential to lead to publishable work?
- Does the project have the 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; followed by previous awardees for a new project; then, previous awardees for the same project previously funded by this program or another SPS fund.

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

Last updated: January 18, 2023
1. Project Proposal Statement (3-5 pages maximum)

3-5 pages maximum

Project statements must address the following:

- Clear statement of purpose, scope, and timeline of project
- Description of project
- Objectives
- Research Design
- Tangible outcomes. Examples include, but are not limited to:
  - Conference/Meeting/Presentation/Guest Lecture
  - Working paper
  - Online or Print Publication
  - Legislative or Industry Recommendations
  - Documentary Film
  - Podcast or other substantive social media exposure
  - National media recognition
  - Academic or Industry Award
  - Invitations to serve on nationally-recognized boards, committees, working groups
  - New curricular initiatives or degree programs
  - New pedagogical strategies or practices

2. Project 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 John Wolosz, Director, Finance and Administration via email at jmw2165@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 be included in the proposal.**

Consider the following 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. Please verify the current graduate student rate and fringe with the Office of Finance and Administration when developing your proposal.

- Books and/or journals for research.
- General administrative costs.
- Small or unique equipment costs.
- Dues or membership fees.

Budget revisions after initial proposal 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.

If you are seeking a double award, please submit both a budget proposal for a $5,000 award and a $10,000 award.

3. Curriculum Vitae

Please include your current curriculum vitae with your application.

4. 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.

5. 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, tablets (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.

Last updated: January 18, 2023
6. 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 on the Research Involving Human Subjects section of NYU’s website.

7. Extension Requests

The Dean’s Research Grant Program is valid for one academic year (September 1 – August 31; and March 1 - August 31 for the Spring/Summer 2023 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) 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.
1. Criteria for Seed Funding Selection

Proposals for seed funding should address the following:

- Does the project have a clear, strong and compelling rationale?
- Is the project innovative?
- Does the project further cross-unit collaboration?
- Is the budget reasonable, efficient, and reflective of real needs?
- Does the project further the mission, goals, and values of the School? [See SPS Vision 2025]

In addition, proposals for seed funding should address at least one of the following outcomes:

- 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 academic or industry field?

Priority will go to cross-unit collaborations that have the greatest potential for furthering the mission, goals, and values of SPS. Seed funding is not available for projects that have been funded already by the DRGP.

2. Seed Funding Statement

2-4 pages maximum

Seed funding statements should address all of the above and include:

- Clear statement of purpose, scope, and timeline of activities
- Description of project
- Objectives
- Research Design
- Tangible outcomes Examples include:
  - Research project proposal
  - Conference/Meeting/Presentation/Guest Lecture
  - Working paper or other publication
  - Online or Print Publication
  - Legislative or Industry Recommendations
  - Podcast or other substantive social media communication
  - New curricular initiatives or degree programs
  - New pedagogical strategies or practices
  - Proposal for a new cross-unit Lab, Initiative or Center
3. Seed Funding Budget

Successful proposals for seed funding will include a carefully prepared budget and thoughtful allocation of resources.

4. Curriculum Vitae

Please include current curricula vitae for all faculty involved in the project.

5. 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.

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