

**Lehman College**  
**City University of New York**  
**Faculty Research Development Program**  
**Guidelines**

Deadline: C.O.B. Wednesday, December 1, 2010

**Purpose:**

The purpose of this program is to foster research by tenured and tenured-track faculty by providing released time from teaching. This program provides 3 hours of released time for faculty to pursue a piece of research/scholarship. Funds are available to fund approximately 10-15 proposals per academic year.

**Terms and Conditions:**

All research must be conducted in compliance with applicable Federal, State, CUNY and Lehman College regulations and policies with respect to human participants, animal subjects and bio hazardous materials. Recipients are encouraged to submit an application for external funding within one year after the end of the award.

**Eligibility:**

All tenured and tenure-track faculty appointed prior to September 1, 2003 as well as all faculty who were appointed with tenure more recently are encouraged to apply. Preference will be given to tenured and tenure-track faculty who do not have released time from any other sources. Faculty who previously received an award must submit a progress or final report for the previously supported work. **Please note that proposals creating an overload or multiple will not be funded.**

**How to Apply:**

The complete proposal should include:

1. Cover page
2. Project Description, including:
  - a. Specific Aims/Objectives of the Project;
  - b. Background and Significance, including history of work on this project to date;
  - c. Research Methods/Proposed Activities, including timeline;
  - d. Grant Application/Publication/Creative Works Plan;
    - i. This section should provide details as to agencies/foundations and programs to which you plan to apply for further funding, and/or
    - ii. Journals, books, or conferences to which you will submit your work for publication or presentation. Provide the names of the journals, books, or conferences, and/or
    - iii. Creative works that will result from the project.

The Project Description (items 2a-d) should not exceed 5 pages. Font size should be Arial 11 point and the margins should be at least 1 inch. The Project Description should be single-spaced.

3. Biographical Sketch (from Grants.gov SF424 (R&R):
  - a. Positions and Honors
  - b. Selected Peer Reviewed Publications
  - c. Research Support

See the attached Biographical Sketch Form. The Biographical Sketch should not exceed 4 pages. Please use an Arial Font size no smaller than 11 point. The margins should be at least 1 inch on all sides.

4. No Appendices (except for CDs, or scores for creative arts proposals).

Proposals should be submitted electronically to [raisa.dejesus@lehman.cuny.edu](mailto:raisa.dejesus@lehman.cuny.edu). In addition, a paper copy of the face page, signed by the applicant, Department Chair and Divisional Dean should be submitted to the Office of Research and Sponsored Programs, Shuster Hall, Room 303.

**Deadline: C.O.B. Wednesday, December 1, 2010**



---

### BIOGRAPHICAL SKETCH

Provide the following information for the key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

---

NAME	POSITION TITLE
eRA COMMONS USER NAME	

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

---

Please refer to the application instructions (see 3a above) in order to complete sections A, B, and C of the Biographical Sketch.