

# **Shuster Award Program**

## **Call for Proposals for 2017-2018 Academic Year**

### **Due Date: Friday, March 3, 2017 5:00pm EST**

The George N. Shuster Fellowship Fund makes available modest grants to support scholarly work in progress, particularly work nearing completion by full-time members of the Faculty. These grants may not be used for research connected with the completion of advanced degrees. The work should be scholarly and evidence of progress should be available. Although all faculty are invited to apply, preference will be given to faculty members without any other sources of support.

Since 1992, over two hundred applicants have been funded in amounts ranging from approximately \$200 to \$4800. The committee has funded a diverse range of requests including, but not limited to: rehearsal fees, transcription services, chemicals, salaries for students performing research, and supplies.

Review and ranking of proposals will be performed by the Faculty Research Advisory Board (FRAB), and will be based on the following criteria:

1. How well conceived, organized, and presented is the project?
2. How necessary is the funding for the project's goals? This will be determined by assessing the need for the resource requested in light of past resources allotted to the project.
3. Does the faculty member have any other source of funding?
4. What is the faculty member's track record for scholarly outputs (such as publications, presentations, patents, etc.)?
5. Was there a final report submitted for funding previously received under the same program?

The proposal ranking will then be forwarded to the Provost who will make final decisions on awards in accordance with FRAB recommendations.

#### **Application Instructions**

Applications must be routed through Cayuse (visit online at <https://lehman-cuny.cayuse424.com/>) as an "Other" type proposal and include the Principal Investigator, the Department Chairperson, the School Dean, and the Director of Research and Sponsored Programs in the routing chain. Proposals should be titled using the following format, "***Shuster Award Program: proposal title.***"

In addition to filling out the Cayuse Summary page in accordance with the supplementary instructions provided in this announcement, the following documents should be uploaded to the *Documents* page in Cayuse:

1. A two page project description written for the non-specialist that includes an abstract of the project describing the methods results, and timeline.
2. A one-page detailed budget and budget justification
3. A NSF or NIH style Biosketch limited to two pages. You may leave out the section on collaborators/mentors/students. More information and instructions for completing an NSF or NIH style Biosketch is available here:  
[http://www.nsf.gov/pubs/policydocs/pappguide/nsf08\\_1/gpg\\_2.jsp](http://www.nsf.gov/pubs/policydocs/pappguide/nsf08_1/gpg_2.jsp)  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html>
4. Collaborative Institutional Training Initiative Responsible Conduct of Research completion certificate
5. Export Control Questionnaire

No other Cayuse forms or pages are required and may be left blank.

*\* Projects involving Human Subjects and/or Animal Care considerations must be vetted through the appropriate institutional channels or portals and the letter of determination made available at the time award.*

Proposals must be fully routed and received in Cayuse by the Office of Research and Sponsored Programs by 5:00 pm on March 3, 2017. Proposals submitted in any other way or after 5:00 pm on March 3, 2017 will not be considered. Proposals may be partially funded, so please be realistic with your needs and request. Awards will be granted as Research Foundation accounts for the period of July 1, 2017 – June 30 2018.

For projects awarded during this cycle, a final report between one half and one full page describing project outcomes is due by August 1, 2018. Electronic final reports should be emailed to your department Chair, Dean, and the Office of Research and Sponsored Programs.

Should you have any questions, please contact the Office of Research and Sponsored Programs at [orsp.lehman@lehman.cuny.edu](mailto:orsp.lehman@lehman.cuny.edu) or ext. 8107.

# Shuster Award Program Supplementary Instructions

## Cayuse Summary Page Instructions

1. In the first section, fill in the Sponsor Deadline only.
2. Investigator Data Section: Complete fully (see ORSP web site for questions).
3. Sponsor Data: Fill in Lehman College for the Agency, and Shuster Award Program for the Sponsor Mechanism. For Proposal Type, fill in New. Leave all other fields blank.
4. Project Data: Complete entire section.
5. Project Administration: Complete who is responsible and your Department name, leaving all other fields blank.
6. Compliance Data: Complete all questions.
7. Budget Data: Complete all questions.
8. Award Data: Leave blank
9. Export Control: Complete all questions.
10. Comments and Explanations: Optional at your discretion.

## NSF Biosketch Instructions

**Do not submit** personal information such as **home** address; **home** telephone, fax, or cell phone numbers; home e-mail address; date of birth; citizenship; drivers' license numbers; marital status; personal hobbies; and the like. Such personal information is irrelevant to the merits of the proposal. If such information is included, NSF will make every effort to prevent unauthorized access to such material, but the Foundation is not responsible or in any way liable for the release of such material. (See also [GPG Chapter III.G](#)).

### **(a) Professional Preparation**

A list of the individual's undergraduate and graduate education and postdoctoral training as indicated below:

Undergraduate Institution(s)	Major	Degree & Year
Graduate Institution(s)	Major	Degree & Year
Postdoctoral Institution(s)	Area	Inclusive Dates (years)

### **(b) Appointments**

A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.

### **(c) Products**

A list of: (i) up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project.

Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Only the list of 10 will be used in the review of the proposal.

Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

If only publications are included, the heading "Publications" may be used for this section of the Biographical Sketch.

### **(d) Synergistic Activities**

A list of up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focuses on the integration and transfer of knowledge as well as its creation. Examples could include, among others: innovations in teaching and training (e.g., development of curricular materials and pedagogical methods); contributions to the science of learning; development and/or refinement of research tools; computation methodologies, and algorithms for problem-solving; development of databases to support research and education; broadening the participation of groups underrepresented in science, mathematics, engineering and technology; and service to the scientific and engineering community outside of the individual's immediate organization.