APPLICATIONS DUE MARCH 27, 2015

Presidential Research Award Program

Guidelines and applications for the Presidential Research Award Program are now available in the Office of Sponsored Research located in the Kehoe Administration Building, room 815. Electronic versions are available by contacting Marianne Wemette at 564-2155 or wemetttme@plattsburgh.edu. The application is also available on the Sponsored Research webpage (http://www.plattsburgh.edu/offices/admin/sponsoredresearch/internalfunding.php). Below is a brief summary of the program with the campus submission date. Applications MUST BE SUBMITTED THROUGH SPONSORED RESEARCH & PROGRAMS MARCH 27, by 4:30 pm! Award period covered: July 1, 2015 to June 30, 2016. Notification of decision is anticipated by Monday, May 4, 2015.

PRESIDENTIAL RESEARCH AWARD PROGRAM:
Awards will support full-time faculty funds to develop and conduct research-based activities, which will enhance their growth as scholars and the research environment at Plattsburgh. Support includes interdisciplinary/collaborative research programs and single focused research programs. Requests may not exceed $5,000.

Projects that involve collaborating with other SUNY institutions will receive preference over individual projects in keeping with the Power of SUNY initiatives. Preference will also be given to projects that align with the Carnegie Classification for Community Engagement.

ELIGIBILITY: All recipients of a prior Presidential Research Award who have not submitted an application to an external source are ineligible to apply for the 2015-2016 Presidential Research Award. If you have not applied for outside funding, you are not eligible.

Notification Applicants will be notified May 4, 2015.

Process
March 27, 2015 Submission deadline for applications
April 3, 2015 Applications provided to members of Deans’ Cabinet for review
April 10, 2015 Reviewers submit ratings sheets to Sponsored Research
April 17, 2015 Deans’ Cabinet reviews ratings of applications
May 4, 2015 Applicant notification deadline
Presidential Research Award

Guidelines and Instructions

Applications are due by the close of business on March 27 to the Sponsored Research Office, Kehoe 815. Notification will occur on or about May 4. The award period is July 1, 2015 to June 30, 2016. Applications are only available through the Sponsored Research Office.

THE APPLICATION

All applications must be submitted on the current form. The application form should be considered an outline for the purpose of developing sufficient information for the Deans' Cabinet and other selected reviewers to evaluate the request. Additional information may be appended including slides, manuscripts, tapes, etc. It is suggested that readable duplicate copies of printed materials rather than originals be submitted with the application. As many supplemental sheets as needed may be attached except where otherwise indicated.

PREPARATION AND SUBMISSION

1. All applications are to include a description of the project; a brief summary and background information on the project; an explanation of the project design (objectives, methodology, and evaluation); a time frame; and a list of expected outcomes, particularly in terms of direct benefits of the project as appropriate to the program. Please Note: the application should be clearly written and understandable for an audience outside the proposer’s field.

2. Applications must include justification for any proposed budget item that exceeds $100 in cost. Failure to justify budget items may result in automatic deletion of them from the request.

3. Where it is proposed that other individuals (not including collaborators) be supported by this grant proposal, the Salary & Wages or Consultant Services budget categories are to be used. The applicant should be careful to provide justification with particular attention to the use of consultants, research assistants, etc. Requests for Summer stipends will not be granted.

4. Only one category may be selected even though the proposal may fall into two or more categories. Care should be taken by the applicant to classify his/her application, as this choice may impact the rating of the application.

5. An original of the completed application is to be submitted to the Office of Sponsored Research and Programs, 815 Kehoe Building by the announced deadlines.

SIGNATURES

The Applicant and all collaborators must sign the original copy of the application.

If a project involves human or animal subjects, approval by the appropriate committee is required before the project may start and before any funds are expended (see further, under HUMAN & ANIMAL SUBJECTS).

Proposals must also be signed by the Chair/Director of the applicant's department/center. These signatures will indicate the Department's/Center's willingness to support the proposal under the terms set forth in the application and the intention to allow the implementation of the results of successful applications.
Termination

Any award under this program will be terminated should the applicant leave SUNY Plattsburgh during the period of the grant. Any amounts obligated for the project prior to such date will be considered to be within the terms of the award.

Award Decisions

The decisions of the Deans' Cabinet are final and are based on both peer reviews and Deans' reviews of all applications submitted, and the availability of funds.

Patents and Copyrights

If any patentable discoveries or copyrightable material are developed in the course of the scholarly or creative activities aided by any award supported by the Presidential Research Award, the applicant will, in consideration of such award, abide by the patent and copyright policies of the State University of New York in obtaining and disposing of any patents or copyrights which may be granted.

Publication

Two copies of any publication arising out of any support from the Presidential Research Award are to be filed with the Office of Sponsored Research and Programs. The usual professional credit for support should be given to the Presidential Research Award, SUNY Plattsburgh.

Accountability

Recipients of awards will submit a project report to the Office of Sponsored Research and Programs, following a format satisfactory to the Deans' Cabinet, at the close of the project, but not later than August 31 of the year following announcement of the award. Copies of the project report shall be forwarded by the Office of Sponsored Research and Programs to appropriate offices, as the Deans' Cabinet requires.

Interim reports may be requested by the Deans' Cabinet at its discretion provided a written request is given the grantee one month in advance of the date for submittal.

Recipients are encouraged to disseminate their findings to colleagues within the College and SUNY system and may be asked to participate in instructional or research conferences.

Recipients shall be accountable to the State University of New York for financial aspects of the grant in accordance with State University procedures.

One faculty member only will be designated as the person responsible for the conduct of the project. For this purpose, the individual designated as project director is the faculty member whose name appears as Project Director on the application form.
Human Subjects

Where human subjects are involved, the applicant must hold independent certification in the use of human subjects (from either SUNY Plattsburgh or a comparable training and certification program) and secure approval by the Committee for the Protection of Human Subjects (COPHS). For projects in which individuals may be exposed to the possibility of injury, including physical, psychological, or social injury, as a consequence of participation, the COPHS is required to determine that the risks to the subjects are outweighed by the sum of the benefits and the knowledge to be gained; that the rights and welfare of the subjects will be protected; and that legally effective informed consent will be obtained by adequate and appropriate methods.

The above review is required by Federal regulations, 45 CFR Part 46, as amended, as well as the New York State Public Health Law, Article 24-A. Copies of these materials are available upon request. Contact the Office of Sponsored Research and Programs for application, guidelines and certification. Multi-campus collaborations may require additional lead time, as both institutions may need to review the project.

Animal Subjects

Any and all use of vertebrate animals - whether for research, teaching or demonstration - requires the review and approval of the Institutional Animal Care and Use Committee (IACUC). The applicant must complete an IACUC Application which provides a complete justification for the proposed use, the design and procedures to be used involving the animal, procedures to be followed to minimize any pain and/or distress, and certification to follow the policies and procedures of the IACUC. This review is required by Federal Regulations (Animal Welfare Act - 7 U.S.C. and 2131 et seq; Public Health Service Policy - in the Guide) and State Regulations (Subpart 55-1 of Part 55 of Title 10 NYCRR). Additional training requirements may also apply. Contact the Office of Sponsored Research and Programs for applications, guidelines, and certification. Multi-campus collaborations may require additional lead time, as both institutions may need to review the project.

GUIDE FOR EXPENDITURES

For the guidance of project directors, the Deans' Cabinet has approved the following practices and policies with respect to expenditures for all awards under the Presidential Research Award programs. In general, since the total funds available are extremely limited, only those expenditures directly essential to the project are appropriate. Expenditures incurred prior to the effective date of the award may not be charged against the grant. Up to 10% of the total of all budget categories may be transferred at the discretion of the project director. Any other changes in budget are to be approved, in writing, by the Provost and Vice President for Academic Affairs. Such requests should be directed to the Office of Sponsored Research and Programs, 815 Kehoe Building.

Expenditures must conform to State University of New York policies and procedures. All forms and correspondence authorizing disbursement of funds are to be processed through the Office of Sponsored Research and Programs. Expenditures are categorized as follows:
SALARY AND WAGES

All charges for personal services, such as student assistants, who are paid on SUNY or Research Foundation payrolls are applicable to this category. Funds under this category may not be used for payments of fellowships or stipends to faculty colleagues or members of the project director's family. Requests for Summer stipends will not be granted.

EMPLOYEE BENEFITS

All charges to the grant for the employer's share of employee benefits including charges on Income Fund Reimbursable or Research Foundation of SUNY accounts are to be included in this category. The projected fringe benefit rate for 2015-2016 year will be used in determining the actual employee benefit charge where applicable.

CONSULTANT SERVICES

Compensation to consultants on the grant may not exceed 40% of total project costs.

This category should include only payments for consultants and one-time payments for non-SUNY professional services. Funds made available in this category under an award may not be used for payment in any form to the project directors or to members of his/her family.

TRAVEL

Travel expenses are limited to that travel which is a necessary and specific part of the project. These funds are NOT to be used for attending national meetings or seminars, giving papers, or other similar activities. These awards are intended as seed money for new projects, not for dissemination of results for finished projects. Reimbursement should be on an actual expense basis, not to exceed the current prevailing rates permitted by the State University travel policies, and includes transportation costs, meals and lodging. Due to very limited funds available for each program, it is recommended that only out-of-pocket car operating expenses be recovered rather than using a mileage allowance. Funds for foreign travel are an approved expenditure only if so authorized by the Deans' Cabinet on the approved grant budget.

SUPPLIES

The Deans' Cabinet assumes that some supplies needed for the project can be provided from a department's/center's own resources. Others are appropriately charged to the award account. Books, reproductions, and periodicals should be sought first through the institution's normal acquisition program. In the event these items cannot be obtained from other institutional sources, any books, tapes, manuscripts, microfilm, etc., procured from these funds should be accessioned through the library and returned to the library at the conclusion of the project.
EQUIPMENT

The Deans' Cabinet expects that wherever possible major items of equipment will be made available from institutional funds or programs. It is evident that the total funds available cannot provide any major equipment items for the project. Any equipment purchased from these funds is the property of the State University of New York considered to be on permanent loan to the faculty member so long as he/she remains at Plattsburgh. Transfer of such equipment will be subject to the usual University procedures provided for equipment purchased from sponsored funds.

MISCELLANEOUS

This category includes project related costs not specifically identified or included in any other category, such as animal care, computer services, technical services, various supporting services, publication costs and subject costs. Publication costs are authorized only if approved by the Deans' Cabinet on the approved grant budget.

GENERAL

The Provost and Vice President for Academic Affairs must be informed and approve of any significant departures from the original project direction as specified in the proposal through Sponsored Research and Programs. Any funds not expended for the purpose outlined in the approved budget shall revert to the appropriate program upon completion of the project or the termination of the award, whichever is earlier.

The project director is responsible for submitting to the Deans' Cabinet, through Sponsored Research and Programs, a final report summarizing the activities pursued, final budget expenditures and any results achieved at the completion of the project or at the termination of the award period if the project has not been completed. This requirement may not be waived.
The Presidential Research Award Program

Policies
2015-2016

The Presidential Research Award Program supports full-time faculty to develop and conduct research-based activities that will enhance their growth as scholars and the research environment at SUNY Plattsburgh.

Requests may not exceed $5,000. The award period is July 1, 2015 to June 30, 2016.

Award recipients will submit a report to the Provost and Vice President for Academic Affairs through the Office of Sponsored Research and Programs at the conclusion of the funding period. This report will detail the work completed, describe student response to the work (if appropriate), indicate steps taken to secure an external sponsor to expand and sustain the research effort, and include a self-assessment of the project. All recipients of a Presidential Research Award must submit a grant application to an external source to remain eligible for future Presidential Award Programs.

Note: Fellowship applications no longer meet this requirement. If the application for external funding is unsuccessful, the awardee must agree to resubmit that application to the sponsor a minimum of two times before they will be eligible for future Presidential Awards.

Proposals for funding will be considered in three major categories:

1. Interdisciplinary/Collaborative Research Programs

Research efforts, which cross disciplinary boundaries to examine a scientific, social, philosophical, artistic or educational issue or problem from multiple perspectives. The question or issue to be examined may be a basic, creative, or applied scholarly one.

2. Single Focused Research Programs

Examination of a specific narrowly focused scientific, social, philosophical, artistic or educational issue or problem from the perspective of a single discipline. The question or issue to be examined may be a basic, creative, or applied scholarly one; however, the question/s must be examined from the perspective of the primary discipline of the project director/s.

3. Presidential Award for Enhancing the Academic Reputation of the College

It is recognized that not all scholarship will lead to external funding. Proposals in this category should demonstrate a clear contribution of the academic reputation of the college. Other than the external funding requirement, all other Presidential Research Award requirements apply. Linkage to the campus strategic plan or the Chancellor’s Power of SUNY initiative is a plus.

Absolute Deadline ___________________________________

All applications must be submitted to the Office of Sponsored Research and Programs, 815 Kehoe Building by the close of business on Friday, March 27, 2015.

Applications received after the deadline will not be accepted and will be returned to the applicant.
Criteria for Selection

All proposals will be judged according to the following criteria:

• Potential for enhancement and improvement to Plattsburgh's research and scholarly environment;

• Focus on professional development of the faculty member/s as a researcher/scholar within his/her disciplinary field;

• The extent to which students are involved in the project;

• Clarity and feasibility of the proposal’s focus, objectives, methodology and evaluation plan;

• Appropriateness of the budget in relation to the proposed project and time frame;

• Potential for development and submission of a full proposal to an external sponsor to expand and sustain research effort within one year of the award;

• The project should hold promise for generating sufficient indirect cost recovery or IFR recovery to warrant this investment.

• Preference will be given to projects that support efforts to receive the Carnegie Classification for community engagement.

Ineligible Projects

** If your project is ineligible, please contact the Office of Sponsored Research to see what other opportunities may exist.

A. Projects primarily instructional in nature or designed for work on a degree.

B. Projects primarily directed toward the evaluation of existing courses or instructional materials.

C. Funding primarily for attendance at conferences, workshops, seminars, and institutes.

D. Service-type projects: e.g., non-credit bearing course development, non-instructional library services, orientation programs, training teaching assistants, or other administrative programs.

E. Projects primarily concerned with developing marketable materials (e.g., books, filmstrips, videotapes, and computer programs). Preparation of these materials may be supported if they are an appropriate outlet for the faculty proposer.

Notification of decisions is anticipated on or about Monday, May 4, 2015.

All recipients of a prior Presidential Research Award who have not submitted an application to an external source are ineligible to apply for the 2015-2016 round. If you have not applied for outside funding, you are not eligible. Prior recipients of Redcay Research Awards will be expected to demonstrate how their prior project “led to a clear contribution of the academic reputation of the college” to be eligible for future awards.
The Presidential Research Award Program 2015-2016

c/o Sponsored Research and Programs

Kehoe 815

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<th>Collaborators: Name, Department/Center, Campus Address, and Campus Phone</th>
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Department Chair/Center Director Endorsement: Date:

1. Project Title:

2. Attach a narrative (not to exceed 3 double-spaced pages) addressed to the following topics.
   
   A. Brief summary of proposal project.
   B. Project design: objectives, methodology, and evaluation.
   C. Anticipated outcomes, which can lead to future external funding.
   D. Project schedule and time frame, including start and completion dates.
   E. Plans for distribution of the results and continued implementation of the project.

3. Attach a brief (2 page) curriculum vita.
4. a. Has this project been or is it now being actively supported (directly or indirectly)? ___yes ___no. If so, please specify in detail, and list all sources and amounts of support for this project (previous or current).

b. Indicate future plans for continuation or expansion of this project using non-SUNY funding sources.

c. Are you requesting any other support, either internal or external, to fund this project?

5. Describe any measures the applicant expects SUNY Plattsburgh to take to facilitate the successful completion of the project (such as provision of equipment, computer, supplies, office or other facilities, etc.).

6. Describe any non-State University resources required for the project.

7. Does this project involve human subjects? ___no ___yes. If yes, please note the necessary signature on the last page of this form.

8. Does this project involve the use of animals? ___no ___yes. If yes, please note the necessary signature on the last page of this form.

9. If you have received a Presidential Research Award in the past, a. briefly describe the results of that award;

b. list any grant funding received as a consequence of that award, and/or a list of submissions to external sponsors (including date and sponsor name).
10. Proposed Budget – on separate sheet justify all items that exceed $100.

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| CONSULTANT SERVICES (One-time payments, not to include salaries specified above or other current faculty or staff.) |   |

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Attach budget justification for items costing over $100.

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It is understood and agreed by the applicant:

1. That the award may be revoked in whole or in part at any time by the Deans’ Cabinet/Presidential Research Award Program of SUNY Plattsburgh should the recipient's relationship with the College cease to exist, provided that such revocation shall not include any amount obligated prior to the effective date of revocation if such obligations were made solely for the purposes set forth in the application.

2. That the general terms and conditions of this proposal, as stated in the application form, program announcements, and applicable SUNY policies, have been read and accepted.

3. That any funds granted as a result of this application are to be expended for the purpose outlined herein, and any funds not expended for this purpose shall revert to SUNY Plattsburgh upon completion of the project or termination date of the award, whichever is earlier.

4. That the policies governing income from teaching or other services during the period of this award have been read and accepted as published in the program announcements and applicable SUNY policies.

5. That any major changes in the original work scope, project direction, or awarded budget will require prior Deans' Cabinet approval.

6. That budget cuts made by the Deans' Cabinet presuppose that the original work scope as proposed by the applicant(s) in the application will be completed for the awarded amount.

Assurance is hereby given that support requested in this application will be sufficient to carry out this project:

PROJECT DIRECTOR AND COLLABORATOR SIGNATURE(S): DATE:

_______________________________________________________________________________________
_______________________________________________________________________________________

Certification where human subjects are involved:

Please circle “has been” or “will be” in the sentence below to indicate current status with the committee.
Independent review by COPHS has been/will be made to insure: (1) adequate protection of the rights and welfare of the individuals involved, (2) the appropriateness of the methods used to obtain informed consent, and (3) a careful consideration of the risks and potential medical benefits of the investigation.

COPHS CERTIFICATION: DATE:

Certification where animal subjects are used:

Please circle “has been” or “will be” in the sentence below to indicate current status with the committee. Review by the IACUC Proposal Review Sub-Committee has been/will be made to insure: (1) that the proposed use is fully justified and defined, (2) methods and procedures meet current standards to minimize pain, and (3) proper instruction will be provided students in the required procedures.

IACUC CERTIFICATION: DATE: