



TO: Full-time Tenured or Tenure-track Professorial Rank Faculty Members

DATE: August 2, 2016

FROM: Lon Kaufman  
Acting Provost and Vice President for Academic Affairs

RE: Presidential Grant Writing Support Programs

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As part of the President’s Fund for Faculty Advancement and to better support faculty seeking external funding\* for their research, scholarship and creative work, we are pleased to announce the following two new grant writing support programs.

**1. First-Time Grant Writer’s Program**

**Aim:** to increase the number and success of grant applications from first-time grant writers at Hunter College (applicants must be full-time tenured or tenure-track professorial rank faculty)

**Format:** 6 month training/mentorship program

**Eligibility:** first time grant writers who have specified a program and deadline for a future grant submission

**Benefits:** (1) a course release if justifiable given the applicant’s other responsibilities and approved by the department chair, (2) access to Grant Writing Resources, (3) assignment of a Hunter College Faculty Sponsor (with a successful track record of grant awards), (4) Peer-Reviews of at least two drafts of your grant proposal by both the Faculty Sponsor and an additional expert, (5) Training and Assistance with budget preparation and grant submission by the Office of Research Administration.

**2. Advanced Grant Writer’s Program**

**Aim:** to increase the number and success of grant applications from Hunter faculty who have previously submitted an unsuccessful grant proposal.

**Format:** 3 month training/mentorship program

**Eligibility:** experienced grant writers at Hunter College (applicants must be full-time tenured or tenure-track professorial rank faculty). All eligible faculty who have applied unsuccessfully for a grant proposal over the last three years are encouraged to apply, but if a large number of applications are received, priority will be given to those who show evidence of a recent, highly rated but unsuccessful grant application (e.g., NIH proposals that received a score but fell below the funding line; unfunded NSF applicants who received excellent/very

good rankings on full proposals or who received invitations to submit full proposals following the pre-proposal round).

**Benefits:** (1) a course release if justifiable given the applicant's other responsibilities and approved by the department chair, (2) access to Grant Writing Resources, (2) assignment of a Faculty Peer (with a successful track record of grant awards), (3) Peer-Reviews of at least two drafts of the grant proposal by both the Faculty Sponsor and an additional expert, (4) Advanced Assistance with budget preparation and grant submission by the Office of Research Administration.

### Application Deadline

Applications will be accepted on a rolling basis, but must be submitted

- at least 7 months before the grant submission deadline for the First Time Grant Writer's Program
- at least 4 months before the grant submission deadline for the Advanced Grant Writer's Program

### Submission of Applications

Applications should be sent via email to [provost@hunter.cuny.edu](mailto:provost@hunter.cuny.edu)

\* Faculty applying for PSC-CUNY or other CUNY awards are not eligible for these programs.

**Hunter College**  
**President's Fund for Faculty Advancement**  
**2016 Grant Writers Support Programs**

**1. Applicant Information**

Name	
Department	
Rank	
Tenured (Yes/No)	
Telephone	
Email	

**2. Program Information**

Working Title of Grant Proposal	
Agency to which grant proposal will be submitted	
URL of program solicitation or RFP	
Deadline for proposal submission	
Are you requesting a course release (Yes/No)	
Justification for course release	
Name of suggested Hunter College Faculty Sponsor ( <i>not required</i> )	
Name and contact information of suggested expert reviewer ( <i>not required</i> )	

### 3. Additional Application Requirements

a. First-time Grant Writer’s Program Applicants must also submit

- A concept paper or draft summary of your proposal (1-2 pages)
- An up-to-date CV
- *If your grant proposal will be submitted to a foundation, corporation or private individual, evidence that you have submitted a clearance request as per the [Clearance Policy for the Solicitation of Grants from Foundation, Corporations and Private Individuals](#). Evidence may include the email you submitted to request clearance plus a copy of the submitted clearance form or the email you received indicating that clearance has been granted*

b. Advanced Grant Writer’s Program Applicants must also submit

- Your previously submitted, but unsuccessful, grant proposal along with all reviewers’ comments
- An up-to-date CV
- *If your grant proposal will be submitted to a foundation, corporation or private individual, evidence that you have submitted a clearance request as per the [Clearance Policy for the Solicitation of Grants from Foundation, Corporations and Private Individuals](#). Evidence may include the email you submitted to request clearance plus a copy of the submitted clearance form or the email you received indicating that clearance has been granted*

***By signing below, the applicant agrees that if s/he is accepted to one of these grant writing support programs, s/he will submit a grant proposal to an external funding agency within 6 months of completing the program. Faculty who don’t submit the required proposal will be required to “repay” any course release received as part of the program.***

Signatures	
Applicant	
Department Chair	
Dean or Assistant/Associate Dean for Research	