

DATE: August 1, 2016

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

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

RE: The George N. Shuster Faculty Fellowship Fund

PROGRAM OVERVIEW

We will continue a renewed use of the Shuster Faculty Fellowship Fund. From September 1, 2016 through June 30, 2017, the Shuster Faculty Fellowship Fund will provide support for

- Peer review of faculty manuscripts and grant proposals
- Professional editing of faculty manuscripts and grant proposals
- Faculty travel to foundations and other private funding agencies¹ to discuss funding opportunities and/or their grant proposals. This funding is supplemental to funding available via CUNY's [Office of the Vice Chancellor for Research](http://www.cuny.edu/research) (www.cuny.edu/research). *We ask that you apply for funding from CUNY and the Shuster Fund at the same time.* The Shuster Fund will provide up to \$1000 in funding – as necessary for your trip beyond what you may receive from CUNY.

ELIGIBILITY: All full-time tenured or tenure-track professorial rank faculty are eligible to apply.

DEADLINE: Applications will be accepted on a rolling basis, but must be submitted at least 1 month prior to the proposed activity.

FUNDING: You may request up to \$1000.

THE APPLICATION: The application must include:

1. A description of and justification for the planned activity (see pages 3-5 of this document).
If you are requesting funding for peer review or professional editing and you need assistance with identifying the appropriate professional(s), please contact Associate Provost for Student Success and Retention, Vanya Quinones at vanya.quinones@hunter.cuny.edu.
2. An itemized budget request and justification (see page 6 of this document)
3. Submission of outcomes from internal funding received over the past 4 years (see page 5 for instructions and link to online submission form)
4. Additional material to be submitted with the application
 - a. An up-to-date abbreviated CV (i.e., no more than 4 pages)
 - b. For peer review and professional editing, attach a copy of the manuscript or grant proposal for which you are requesting peer review or editing services.
 - c. For travel to a foundation or private funding agency, attach a one page description of the project you hope to fund. (You should plan to send this description to the funding agency representative when you set up your meeting.)
 - d. If the peer review, professional editing or travel is related to a proposal that is to be submitted to a foundation, corporation or private individual, you must attach 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.

SUBMISSION OF PROPOSAL

Proposals should be sent via email to provost@hunter.cuny.edu

AWARDS: All peer review/editing/travel must be completed within 3 months of award notification.

¹ In general, federal and state funding agencies do not encourage face-to-face meetings between program officers and potential funding recipients because such meetings may be perceived as providing an unfair advantage to the potential funding recipient. Faculty are, however, strongly encouraged to contact program officers at federal and state funding agencies via telephone and/or email to discuss funding opportunities and their grant proposals. If you have been encouraged by a particular program officer at a federal or state funding agency to meet with them in person, you may apply for funding from the Shuster Faculty Fellowship Fund as long as you provide documented evidence (e.g., an email) of the invitation in your application.

Hunter College
2016-17 George N. Shuster Faculty Fellowship Fund
Application

1. Applicant Information

Name	
Department	
Rank	
Tenured (Yes/No)	
Telephone	
Email	

2. Description of and Justification for the Proposed Activity

a. Peer Review of a Manuscript or Grant Proposal

Note: Add additional rows to the table if you are proposing review by more than 2 individuals

Title of Manuscript or Grant Proposal	
Name of journal, publishing house, funding agency, etc., to which this manuscript/grant proposal will be submitted	
Justification for the need for peer review of this manuscript or grant proposal	
Name and affiliation(s) of proposed peer reviewer #1	
Justification for peer reviewer #1 – include area of expertise	
Name and affiliation(s) of proposed peer reviewer #2	
Justification for peer reviewer #2 – include area of expertise	

b. Professional Editing of a Manuscript or Grant Proposal

Title of Manuscript or Grant Proposal	
Name of journal, publishing house, funding agency, etc., to which this manuscript/grant proposal will be submitted	
Justification for the need for professional editing of this manuscript or grant proposal	
Name and affiliation(s) of proposed professional editor	
Justification for professional editor – include area of expertise	

c. Travel to Foundations and Other Private Funding Agencies

Proposed Trip	
Funding Agency to be visited	
Name and Title of Funding Agency Representative to be visited	
Location of Funding Agency to be visited	
Date(s) of Visit	
Purpose of and Justification for the Visit – include links to RFPs and program solicitations (e.g., to discuss National Geographic's Expedition Grant Program ; to discuss resubmitting a highly rated, but unfunded proposal to the Searle Freedom Trust)	

Have you applied for funding via CUNY's Office of the Vice Chancellor for Research (www.cuny.edu/research)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Application:
Have you heard back from CUNY?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>If yes</u> , please indicate the amount CUNY awarded to you		

3. Outcomes from Internal Funding Received over the Past 4 Years

Please [click here](#) to enter outcomes (e.g., publications, grant proposals submitted and/or funded) based on funding received from the following internal funding sources: Shuster Faculty Fellowship Fund, the President's Fund for Faculty Advancement and Presidential Travel Awards (if the travel award was for research or data collection).

Requests for travel to funding agencies from the George N. Shuster Faculty Fellowship Fund will not be considered if faculty do not enter outcomes from internal funding received over the past 4 years.

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

**2016-2017 George N. Shuster Faculty Fellowship Fund
Budget Request and Justification**

Budget Category	Expense	Justification
<u>Travel</u> ¹		
Airfare		
Train		
Bus		
Local Travel		
Hotel		
Meals		
Other		
<u>Peer Review or Editing</u> ²		
Honoraria		
Consultant Fee		
Hourly Wage ³		
Other		
Total Requested		

1. All Research Foundation Travel Guidelines must be followed, including rules about per diem rates for meals and the use of cars for travel. For a complete list of these guidelines, please see www.rfcuny.org. You may also access per diem rates at <http://www.gsa.gov/portal/category/100120>.
 - a. In addition to Research Foundation Travel Guidelines, the following apply for funding received via the Shuster Faculty Fellowship Fund
 - i. When traveling by air or train, only coach travel will be funded.
 - ii. If a more expensive mode of transportation is chosen (e.g. travel via air rather than train to Washington DC), a justification must be included.
 - iii. An overnight stay in a hotel in the Washington DC area or other areas within 250 miles of NYC must be justified.
2. As a general guideline, each peer reviewer should be paid \$300 - \$500, based on their qualifications. Anything beyond this range should be justified.
3. If you propose to pay your peer reviewer or editor an hourly wage, be sure to include the rate per hour and the number of hours and justify both.