

Date: August 1, 2016
To: Full-time Tenured or Tenure-Track Professorial Rank Faculty
From: Lon Kaufman
Acting Provost and Vice President for Academic Affairs
Subject: 2017 President's Fund for Faculty Advancement

We are pleased to announce another round of funding via **The President's Fund for Faculty Advancement**, which seeks to provide faculty with the resources they need to publish completed work or obtain external funding for their research or creative work. In response to your requests and in support of Hunter's strategic plan, President Raab created this fund to help ensure that Hunter faculty have the resources they need to advance their careers and the research mission of Hunter College. Full-time tenured or tenure-track professorial rank faculty are eligible to apply.

The President's Fund for Faculty Advancement is specifically designed to provide you with the resources you need to publish completed or nearly completed work or obtain external funding for your research, scholarship or creative work. While all requests that address these goals will be considered¹, we provide the following examples of requests that are particularly appropriate for this program:

- Seed money (e.g., to collect pilot data, including new collaborative projects, necessary to submit a major grant proposal)
- Page charges for journal articles
- Costs related to the creation of a book index or professional illustrations
- Funds to pay for statistical consultation on publishable manuscripts or grant proposals
- Funds to pay for short-term research assistance to collect or analyze data for publication or grant proposals
- Costs related to the purchase of specialized datasets, software, or other scholarly materials necessary to complete a publishable scholarly or creative project or general pilot analyses for grant proposals

This year, applications will be accepted for proposals of **up to \$3000** per faculty member.

Applications must include the following five components:

1. **The attached cover sheet**, signed by the applicant and his/her department chair, which indicates the applicant's acceptance of the following two program requirements:

¹ Requests for travel funds and course release are NOT appropriate for this program. Travel funds should be requested via the Presidential Travel Awards program.

- a. If funded, requested items/services must be purchased and used for a new or continuing research, scholarship, or creative project during the period of January 1, 2017 - December 31, 2017.
 - b. If funded, requested items/services must be used for a new or continuing research, scholarship, or creative project that will be submitted for publication or as part of an external grant proposal by December 31, 2018.
2. **A proposal**, written for a non-disciplinary audience and no longer than two pages page in length, that:
 - a. describes the specific project for which the proposed items/services are requested
 - b. explains why the requested items/services are necessary to submit your external grant proposal or publish your work within the specified time frame.
 - c. Specifies the target outcome (e.g., grant proposal, publication, creation of creative work, etc.)
3. **A budget** for the requested items/services that indicates if any of the costs will be covered by another source.
4. **An up-to-date CV**
5. **Outcomes for internal (Hunter College) funding you've 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 funding from the President's Fund for Faculty Advancement will not be considered if faculty do not enter outcomes from internal funding received over the past 4 years.

All components of the application must be submitted electronically – paper applications will not be accepted. Faculty should send their completed applications via email to their department chairs.

All faculty who receive funding via this program are asked to submit an abstract of the submitted paper or grant proposal (or similar summary of the funded work) to their chairs and deans once the book, article, grant proposal, or other scholarly or creative work has been submitted.

Applications are due in early fall 2016, but we announce the funding opportunity now so that faculty can get a head start on their applications. **All applications are due to department chairs by October 14, 2016.** Chairs should forward applications to the deans by **October 24, 2016.** Deans should forward proposals to the Office of the Provost by **October 31, 2016.**

If you have any questions, please do not hesitate to call the Office of the Provost (212-772-4150).

Hunter College
2017 Presidential Fund for Faculty Advancement
Application Cover Sheet

Name: _____

Department: _____

Rank: _____

Tenured: Yes _____ No _____

Telephone: _____

E-Mail: _____

Please indicate your acceptance of the program requirements by initialing the following two statements:

_____ If funded, the items/services I have requested will be purchased and used for a new or continuing research, scholarship, or creative project during the period of January 1, 2017 – December 31, 2017.

_____ If funded, the requested items/services will be used for a new or continuing research, scholarship, or creative project that will be submitted for publication or as part of an external grant proposal by December 31, 2018.

Applicant Signature

Department Chair Signature