

Office of the Provost

Date: September 28, 2018
To: Full-time Tenured or Tenure-Track Professorial Rank Faculty
From: Lon S. Kaufman, Provost and Vice President for Academic Affairs
Subject: 2018 - 2019 [Shuster Awards](#)

Shuster Awards provide faculty with just-in-time resources necessary to publish or produce completed or nearly completed work, or obtain external funding for research, scholarship, or creative work. While all requests that address these goals will be considered, the following examples are particularly appropriate for this program:

1. Indexing a book;
2. Copy-editing fees;
3. Permissions fees;
4. Journal page fees; and
5. Costs related to the purchase of specialized datasets, software, or other materials necessary to complete a publishable scholarly or creative project, or general pilot analyses for grant proposals.

Some of the items described above are negotiable. When you submit a request, a representative from the Provost's Office will contact you to discuss your project and options for reducing or defraying costs.

Amount: The maximum amount that may be requested through this fund is \$1000 in any given academic year, and the awards are strictly for immediate use. Larger projects (in terms of cost and completion schedules) may be submitted for consideration through the [Presidential Fund for Faculty Advancement](#).

Eligibility: Full-time faculty in the professorial ranks (i.e., Assistant Professors, Associate Professors, Professors, Distinguished Professors) in all schools and the libraries are eligible.

Deadline: Applications are reviewed on a rolling basis. Decisions are usually rendered in less than thirty days after receipt.

Apply: Applications may be submitted online: tinyurl.com/shuster-award; no email requests will be considered. All applications submitted through the online system will be forwarded to department chairs and deans. Questions may be directed to the Office of the Provost (212-772-4150).

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. **Any publications resulting from this funding should be acknowledged as supported by a Hunter College Shuster Award.**