Syracuse University

CUSE Grants Program 2021

Humanities Information Session

Agenda

- ## Welcome by Vivian May

  - Director, Syracuse University Humanities Center | Central New York Humanities Corridor, Professor, Women's & Gender Studies

- ## CUSE Grants - Program Review
  - **Christina Leigh Docteur**, Director of Proposal Support Services
  - **Sarah Workman**, Assistant Director for Proposal Development (Humanities)
  - **Stuart Taub**, Director of Sponsored Programs

- ## Panel: Previously Awarded CUSE Grantees

  - **Krista Kennedy**, Associate Professor, Writing Studies, Rhetoric, and Composition, College of Arts & Sciences
  - **Tessa Murphy**, Assistant Professor, History, Maxwell School of Citizenship & Public Affairs
  - **Romita Ray**, Associate Professor, Art and Music Histories, College of Arts & Sciences

- ## Q&A *Please type questions in the chat throughout the presentation!*

What are CUSE Grants?

- <u>Support</u> faculty research and various forms of scholarly activities in all disciplines .

- <u>Expected</u> outcomes include pursuit of extramural funding and the production of significant scholarly products

- 59 projects funded across the sciences, humanities and creative research areas (2020 results):
  - Seed Grants ($5k): 18 funded
  - Innovative & Interdisciplinary Research ($30K max): 32 funded
  - Good to Great Grant ($30k max): 2 funded
  - Interdisciplinary Seminar Grant ($10k max): 7 funded

5 programs within CUSE Grants

1. Seed Grant
2. Innovative and Interdisciplinary Research Grant
3. Good to Great Grant
4. Interdisciplinary Seminar Grant
5. COVID-Relief Grant (**NEW FOR 2021**)

For all programs:

- Individuals & teams eligible to apply. To be competitive, individual applications must demonstrate innovative nature of work, and team applications must be interdisciplinary.

- 2-year project periods

Seed Grant:

- New or small-scale projects
- Funding capped at **$5,000**
- 3 pg. Project Narrative
- Budget Justification and Current & Pending forms not required
- Has supported travel to archives, domestic travel to conduct interviews, salary to support summer research

Interdisciplinary Seminar Grant:

- For seminar or workshop series (e.g.- refreshments, space rental, travel and/or honoraria invited speakers)
- Funding capped at **$7,500**
- 3 pg. Project Narrative
- Current & Pending not required
- Has supported interdisciplinary symposia

Innovative and Interdisciplinary Research Grant (I2):

- Demonstrate current & future success

- Funding capped at **$30,000**

- 6 pg. Project Narrative

- New this year: Equipment up to $10k

- Has supported graduate and undergraduate student support, faculty salary, research trips, publication costs, human subject incentives

Good to Great Grant:

- PI must have submitted unsuccessful (not funded) extramural proposal which received "Outstanding" or equivalent reviews

- Funding capped at **$30,000**

- 6 pg. Project Narrative

- Need School/College's Associate Dean for Research (ADR) Statement of Support

COVID-Relief Grant

- **COVID-Relief Grant** characteristics:
  - Funding is capped at **$15,000**, per application
    - Funding request must be justified as proportional to the size and scope of the impacted research project
  - Applications support individuals or teams
  - Designed to fund the continuation or completion of an ongoing -research project that has slowed or stalled due to impacts from the COVID-19 pandemic
  - Project Narrative section is 3 pages

Proposal Formatting

A. Font 11 points+, Arial, Calibri, Times New Roman or Computer Modern. Other font faces/sizes may be used for formulas, equations, figures, tables, captions but text must still be readable

B. Single-spaced 8.5" x 11" pages, 1" margins all sides (except budget, current & pending, and conflict of interest documents)

C. Each section uploaded as single PDF document, naming convention last name + proposal component, ex. "PILastName_ProjectNarrative.pdf"

Compliance with proposal formatting guidelines is important!

Questions on contents, formatting, or preparation of any documents?
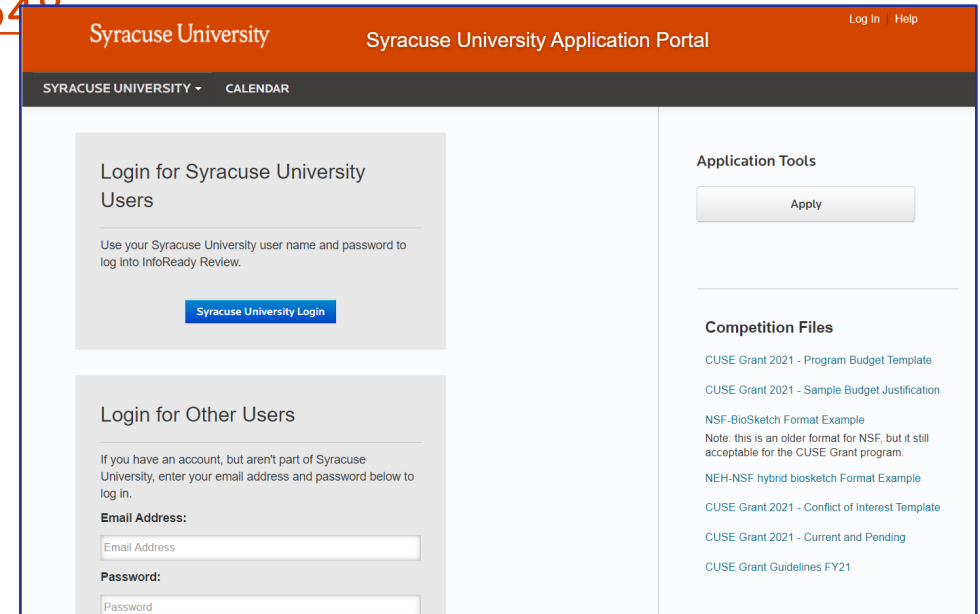Sign up for office hours: Wed., February 10th, 17th and 24th 8:30-4:30

Proposal Submission

Application on the Syracuse University Application Portal:

https://syracuse.infoready4.com/#competitionDetail/1830648

Click "Apply,"
click blue button for
"Syracuse University Login,"
use NetID and Password to
create new application!

RFP and link to Application Portal is also posted at:

https://research.syr.edu/proposal-support-services/internal-grant-programs/cuse-grants/

For more on How To Apply, please refer to narrated slide deck posted at:

https://research.syr.edu/wp-content/uploads/2021/01/SUAP-Walkthrough-2021.pptx

Proposal Submission

Online Application Form (Continued)

D. Complete application details screen:

- PI appointment title, school/college, dept/center/institute, tenure status, departmental budget administrator name and email

- Co-PI/Co-I roles & information

- Type of application (Seed, I2, G2G, Seminar, COVID-Relief)

- Proposal Title

- Total funding request

- Indicate if project involves: Human subjects; Animal research; Hazardous materials; Existing (protected) IP; Potentially non-routine data management (HIPAA etc.); Export controls

- Indicate if previously submitted for CUSE funding

- *Project Summary –* Text box limited to 250 words

Proposal Submission

Proposal Components

i.   Project Narrative

ii. Results from Prior CUSE Grant*

iii. References Cited

iv. Response to Previous Review*

v.   ~~Facilities and Equipment~~

vi.   Budget

vii. Budget Justification*

viii. Biographical Sketch

ix.   Current and Pending Support*

x.   Conflict of Interest

* Indicates to include only if applicable

Documents Required by Grant Program

	Seed Grant	Innovative and Interdisciplinary Research Grant (I2)	Good to Great Grant (G2G)	Interdisciplinary Seminar Grant (Seminar)	COVID-Relief Grant
Project Narrative	Required, 3pp max	Required, 6pp max	Required, 6pp max	Required, 3pp max	Required, 3pp max
Results from prior CUSE	If applicable, 2pp max	If applicable, 2pp max	If applicable, 2pp max	If applicable, 2pp max	Not applicable
References Cited	Required	Required	Required	Required	Required
Response to previous review	If applicable, 1pg max	If applicable, 1pg max	Required, 4pp max	If applicable, 1pg max	Not applicable
Budget	Required, $5K max	Required, $30K max	Required, $30K max	Required, $7.5K max	Required, $15K max
Budget justification	Not applicable	Required, 3pp max	Required, 3pp max	Required, 3pg max	Required, 3pg max
Biographical sketch	Required, 5pg max	Required, 5pg max	Required, 5pg max	Required, 5pg max	Required, 5pg max
Current and pending	Not applicable	Required, PI only	Required, PI only	Not applicable	Required, PI only
Conflict of interest	Required, PI & Co-PIs, SU conflicts	Required, PI & Co-PIs, SU conflicts	Required, PI & Co-PIs, SU conflicts	Required, PI & Co-PIs, SU conflicts	Required, PI & Co-PIs, SU conflicts

Project Narrative (Upload)

- Conform to formatting requirements & observe page limits for CUSE grant program to which you are applying
- Each Project Narrative should include:
  - Introduction and Key Personnel*
  - Rationale, Significance, and Broader Impact
  - Approach
  - Intent to leverage CUSE funding
- *Note:* Avoid excessive jargon in proposal narratives, as reviewers may not be experts in your specific area
- 3-6 pages max, depending on program type

Intent to Leverage CUSE funding (subsection of narrative)

- Discuss how *you will* leverage CUSE funding to pursue extramural funding sources
  - List funding agencies & specific programs you will apply for & how CUSE funding will be impactful

- And/or demonstrate how you will show impact from this grant external to SU
  - For disciplines where external funding is limited, describe how CUSE grant will enable you to leverage success to enhance the reputation of the University, through increased competitiveness for prestigious awards, creation of significant new scholarship, or through creation of unique educational programs or collaborations. Be specific!

- COVID-Relief applications: Use this section to discuss why funding is needed
  - Detail how CUSE funding will move the stalled project forward, and
  - What progress will be enabled that would otherwise not be possible without relief funding.

Results from Prior CUSE Grant (Upload)

Only for lead PIs who previously received a CUSE Grant (2 pages max)

- Include detailed description of how you leveraged previous CUSE Grant to secure extramural funding and/or enhance reputation of University

- Information on results from prior funding should include:
  - Year, title and amount of the previous CUSE Grant
  - Proposals submitted and/or awards received, including titles, amounts and funders (please do not list Syracuse University intramural grants)
  - List of publications, patents or other significant research outputs
  - Description of relevant meetings, seminars, or presentations conducted

- *If not applicable, do not upload a document in this section.*

References Cited (Upload)

- This section lists all work cited in the text

- References must be complete, including titles and all co-author names in a professional style appropriate to the primary discipline

- No Page Limit

Response to Previous Review (Upload)

Only for projects previously unsuccessfully submitted for funding

- **Response to Previous CUSE Review** – (1 page max)
  - Required for all previously submitted Seed, I2, or Seminar proposals
  - Respond to review panel summary and include how project has changed

- **Response to Extramural Reviews** – (4 pages max)
  - Required for G2G proposals only. Include:
    - 1) The PIs response to extramural grant reviews, including how the G2G proposal will help make a subsequent extramural submission more competitive
    - 2) A statement of assessment of the competitiveness of the G2G application from the Associate Dean for Research of the college/school
    - 3) A copy of the external agency review (<u>not subject to page limitations for this section</u>) – compile these three documents into one PDF attachment

- *If not applicable, do not upload a document in this section*

Budget (Upload) – Allowable Costs

- Utilize <u>CUSE Grant Budget Template</u> provided on the CUSE Grants web page
- Funds can be requested for the following allowable costs:
  - Salaries & Wages *for PIs and Co-I's* – limited to one (1) month
  - Other Salaries & Wages – For I2 & G2G grants, allowable for postdocs, students, and essential staff. *"The CUSE Grant program recognizes the importance of graduate and undergraduate training and strongly encourages the PI to involve graduate and undergraduate students in CUSE Grant activities."*
  - Fringe Benefits – budget template automatically assigns Fringe
  - Equipment – total is limited to $10,000 I2 and G2G*
  - Travel – Must be directly related to CUSE grant project activities
  - Other Direct Costs – Materials & Supplies (ex. meeting supplies, books), Consultant Costs (limit 25% of budget), Purchased Services (ex. transcription or translation costs), Rental of Off-site Facilities, Human Subject payments, and other relevant costs (ex. archive fees, food & beverages for all-day workshops). Event costs for any CUSE funded project should include ASL Interpreting/CART Services fees as appropriate

  *Denotes change from 2020

Budget – Unallowable Costs

- The following items are unallowable costs on a CUSE grant:
  - Subcontracts to external institutions
  - Office Supplies
  - Cell Phones/Internet service
  - Memberships/subscriptions
  - Computer peripherals, software, iPads and computers*
  - Indirect costs

- *Project-specific software package(s) and/or computer purchases *may* be allowed if:

  (1) Predominately used for the project

  (2) The work proposed *cannot be completed without the item*(s)

  (3) A highly detailed justification is provided

Budget Justification (Upload)

- A narrative justification to the items requested in your Project Budget

- An opportunity to thoroughly explain what budget allocations are needed and why they are important to complete the goals and objectives of your project

- Not required for Seed Grant applications

- A [budget justification template](#) is provided on the CUSE Grants web page

- 3 pages max

Biographical Sketch (Upload)

- Provide a biographical sketch in any extramural agency format (e.g. NIH, NSF, DOD) for PI, Co-PIs and Co-Is, limited to academic & research credentials

- If not using extramural agency format, include:
    - Brief summary of investigator's qualifications for proposed project
    - Brief summary of teaching, scholarship, and research expertise
    - Education history (degrees) and relevant employment history
    - Relevant honors and awards (limit to five)
    - Relevant products, including: Peer reviewed publications, books, book chapters, or other academic/artistic outputs consistent w/discipline, such as scores, films, productions, performances or artworks.

- Do not list meetings attended, seminars given, personal data

- For Seed & Seminar Grants (which do not require the submission of a Current and Pending Support document) you may include a list of grants received or funding applications in process

- 5 pages max, <u>templates provided</u> on the CUSE Grants web page

Current and Pending Support (Upload)

- Utilize the <u>Current and Pending form</u> provided on the CUSE Grants web page to provide a listing of all proposals that are Pending, Awarded, or Planned for Submission.

- The **form is required for the PI of the CUSE Grant only**

- Not required for Seed and Seminar Grant applications

- No page limitation

Conflict of Interest Form (Upload)

- A.k.a. Collaborators and Other Affiliations
- Utilize [COI form](#) provided on the CUSE Grants web page
- **Required for the PI and all Co-PIs, but not for other project personnel.**
- Intended to minimize potential conflicts of interest in the review process
- Include the following:
  - Syracuse University co-authors on publications within the past three (3) years, including pending publications and submissions;
  - Syracuse University collaborators on projects within the past three (3) years, including current and planned collaborations; and
  - All Syracuse University thesis or postdoctoral advisees/advisors.

Review Process
1st Stage Screening

- 1st level screening will consist of checking margins, page limits, font sizes, line spacing, and <u>inclusion of required sections</u>, etc.

- Program specific items will be checked (e.g. external reviews for G2G)

- Compliant proposals will then be prepared for distribution to review panels

Merit Review Process

- Review panel
  - SU faculty with extramural grant experience and former CUSE recipients
  - Goal of representing expertise across disciplinary and research areas

- Evaluation Criteria
  - Overall merit (25%)
  - Potential success for extramural funding, enhanced reputation & compliance with reporting requirements (25%)
  - Significance of project and alignment with CUSE Program priorities, current and future research trends, extramural funding priorities, or with national and international awards for recognition (25%)
  - Qualifications of project personnel and adequacy of facilities and resources (25%)

- Reviewers will sort proposals into categories
  - Excellent - - Very Good -- Good -- Fair -- Poor

- Funding decisions based on evaluation rankings & availability of funds

CUSE Review Process - 2020

- 13 review teams formed, with 3 reviewers per application

- Alternate reviewers were brought on to minimize COIs

- Reviewers were asked to complete non-disclosure agreements to maintain confidentiality

- Expertise of review teams were matched with proposals to the degree reasonable/practicable

- Each review team assigned between 3-11 proposals to review/score

- Teams were multi-disciplinary, with lead reviewer assignments made with intent of most closely aligning expertise to proposals

CUSE Grant Submission

- Must be submitted by **5:00 pm March 1, 2021**

- Early submission *strongly encouraged*!

- Submit electronically to [the Syracuse University Application Portal](#)

- An email acknowledgment of receipt will be sent once the CUSE grant application is received

Panelists

- **Krista Kennedy**, Associate Professor, Writing Studies, Rhetoric, and Composition, College of Arts & Sciences
  - 2020 (Seed): Disability, Data, and Surveillance

- **Tessa Murphy**, Assistant Professor, History, Maxwell School of Citizenship & Public Affairs
  - 2020 (Seed): Creating a Searchable Database of Enslaved People in the Nineteenth Century British Empire

- **Romita Ray**, Associate Professor, Art and Music Histories, College of Arts & Sciences
  - 2018 (Interdisciplinary Seminar): Landscape Studies
  - 2020 (I2): Leavy Wonders: Art, Aesthetics, and the Science of Tea in Colonial and Modern India

Example Humanities (broadly defined) Awards

- Please see the list of funded projects (2018-2020) that touch the humanities that we will share via chat.

- The full list of funded CUSE projects can be accessed via Answers.syr.edu, as listed on the CUSE Grants Program page: https://research.syr.edu/proposal-support-services/internal-grant-programs/cuse-grants/

Questions?

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CUSE Grant General Information
Session – Recording
General Information Session - Slides
Jan. 20, 10-11:30 a.m.

CUSE Grant Application Arts-focused
Information Session
Feb. 5, 10-11:30 a.m.

CUSE Grant Office Hours
Feb. 10, 17 and 24, 8:30 a.m. to 4:30
p.m.