

**Guidelines for Round 20 GRTI Proposals**

**Year 2017/18 Graduate Research Technology Initiative**

**Deadline: 8:00 AM on Monday, November 6, 2017**

**Background**

Individual faculty, teams of faculty, departments, centers or institutes are invited to submit proposals for purchase of research equipment under the State’s Graduate Research Technology Initiative (GRTI). The 2017/18 GRTI allocation for CCNY is **$400,000.** While equipment purchased under this program may also be used for education/training purposes, the central thrust of the equipment should be research and technology at the graduate and/or undergraduate levels. All fundable projects must reflect this imperative. The equipment to be purchased ***from GRTI funds*** for any given project should be bundled into cohesive groupings of not less than ***$5,000***.

For the 2017/18 round, CCNY will focus on project requests that will help address the following categories of equipment needs:

i) Research startup or expansion needs

ii) Replacement parts to existing equipment

iii) Feature upgrades to existing equipment

In any case, additional selection weight would be given to equipment systems that have the potential or reality to foster collaborative and innovative projects or to enable an effective response to the review of a grant proposal to be resubmitted.

For 2017/2018, a project may request multiple items each costing no more than **$100,000** (knowing that only partial funds may be provided and therefore only some of the requested items may be purchased). Equipment components that must be purchased together because all components must be used together should be requested as an equipment system, e.g., a computer cluster or a microscope system. In light of the limited budget available this year, requests for single (indivisible) items or equipment systems costing more than $100,000 will not be reviewed for support.

**Proposal Content**

Proposals must be submitted on the prescribed forms (provided below) in MS Word format only. In completing the proposal forms, note the following:

1. CCNY Face Page

i. Complete the CCNY face page and be sure to select the category that best fits the equipment project.

ii. In costing the project and distributing the costs between GRTI and Matching costs, note that provision of matching funds is not necessary in order for a proposal to be considered for GRTI funding. Nevertheless, providing matching funds can whenever possible can increase the feasibility (fundability) of a proposal. Moreover, matching funds may be used to reduce the overall cost of a proposal to fall within the considered range. For example, if an item costs $120,000 and the set upper funding limit for equipment items or systems is $100,000, then matching funds of $21,000 may be used to reduce the requested GRTI amount to $99,000 which then makes the request eligible for consideration.

2. Main Content

i. Page 1. Summary (Brief) Description of Equipment. Complete a one-page description of the project. This page should include the title of the project, the name and department of the faculty member who will lead the project, and the names of other faculty (with department) closely involved with the project. The narrative should clearly state whether this is primarily a faculty and graduate student research project, or an undergraduate research and technology project, or both. Again, note that research and technology should be the central focus of any project funded through GRTI. For example, computers applied to non-research or non-technology areas ***do not fit*** the State GRTI guidelines. Include a brief statement of the value of the project to your institution and programs, and the need for the requested equipment and its relationship to the project. ***See attached “Project Description Form.”***

ii. Page 2. On a separate page, a more detailed one-page breakdown and description of the equipment to be purchased for the project that appears in the Summary Data Form. Please include the total value of the equipment, the amount to be purchased through GRTI funds, and the amount to be purchased with matching funds. If the equipment includes more than one substantial item or grouping then list separately. Indicate the cost split between GRTI and match for each item.

iii. Pages 3-4. A 1-2 page biographical information of the lead faculty member on the project. ***See attached “Faculty Biographical Information Form.”***

iv. Optional: At the discretion of the lead faculty, you may include biographical sketches for up to two additional collaborating faculty. ***(Complete a separate Biographical Information form of 1-2 pages for each faculty).***

**Please submit the required information by Monday, November 6, 2017 as an email attachment to** [**research@ccny.cuny.edu**](mailto:research@ccny.cuny.edu)**. File formats of filled-in attachments should be MS Word ONLY (no pdf files, please). Quotations or images, though not required, may be attached as pdf files.**

**If any questions come up, please do not hesitate to contact the Associate Provost for Research at X8234 or by email (**[**aundieh@ccny.cuny.edu**](mailto:aundieh@ccny.cuny.edu)**).**

**Ashiwel Undieh**

**Associate Provost, Research**

**Round Twenty (20) - Year 2017/18 GRTI CCNY Face Page**

Select the Priority Category of this Project:

* Research startup or expansion needs
* Replacement part to existing equipment
* Feature upgrade to existing equipment

To what extent is this equipment intended/expected to foster collaboration (select one best fit)?

* Equipment necessitates collaborative operation resulting in joint grant proposals and publications
* Equipment is fully amenable to shared use and may foster collaborative efforts
* Equipment is intended for the personal use of the lead faculty

Project Title:

***Lead Faculty***

Name: Rank:

Department: School/Division:

CCNY Email address: Office Phone:

Lab Location: Lab Phone:

Is this equipment relevant to the resubmission of a pending grant? Yes No

If Yes, provide application number and funding agency, and date (month) of last review

Estimated current research funding from all sources: $ Remaining duration:

Estimated research grant submissions last 12 months (all sponsors): $

Most recent GRTI funding as lead faculty: Amount $ Year

***Collaborating Faculty***

Name Rank Department

**Round Twenty (20) - Year 2017/18 GRTI Project Description Form: Project Narrative**

**Campus:**

**Project Title:**

**Project Number:**

**Start-up Faculty: \_\_\_Yes \_\_\_No**

**Lead Faculty Member: Department:**

**Other Key Faculty: Department:**

**Purpose: Check appropriate category (check all that apply).**

Research only

Research and graduate training

Research and undergraduate training

Technology

**Narrative:**

**Round Twenty (20) - Year 2017/18 GRTI Project Description Form: Project Cost Summary**

**Campus:**

**Project Title:**

**Project Number: (Leave blank)**

**Lead Faculty Member: Department:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Proposal** | **GRTI** | **Match** | **Source** |
|  | **College** |  |  |  |
| **1** | Professor |  |  |  |
|  | Department |  |  |  |
|  |  |  |  |  |
|  | **Equipment** |  |  |  |
|  | a) |  |  |  |
|  | b) |  |  |  |
|  | c) |  |  |  |
|  | Total | $0 | $0 | Examples:  RF Account  NIH  NSF  Dept. of Education |

**Round Twenty (20) - Year 2017/18 GRTI**

**Project Description Form: Faculty Biographical Information**

**(Limit of two pages)**

**Project title:**

**Name: Date prepared:**

**Title:**

**College:**

**Department:**

**Date of full time hire at CUNY:**

**Address:**

**Telephone, fax, e-mail:**

**Education:** (Bachelors and above, include dates)

**Academic and professional recognition:** (major awards; invited talks at major conference; service on committees of major organizations; editorships of major journals; etc.)

**General research history:** list of refereed publications over the last five years (limit to five); other significant research achievements.

**List of existing and pending support:** (include titles, agencies, amounts, and collaborators).

**Research and technology training experience (for last five years only):** list Ph.D. students, active and graduated; masters students; mentoring of undergraduate students.