Application for Scholarship Released Time
Department of Secondary Education
School of Education, CCNY

This released time is to support Secondary Education faculty conducting scholarly and/or field research outside their teaching responsibilities. Faculty may apply for one course (3 credits) release per academic year. All applications must be submitted to the Department's Executive Committee by the fifth week of the semester preceding the start of the project (first Monday in March, or first Monday in October). To be eligible, the proposed work should be separate from activities supported through other means, should be appropriate in scope, and should be work which could lead to some kind of professional dissemination, grant application, or enhanced partnerships between CCNY School of Education and NYC public schools.

Name _____

Program _____   Faculty Rank_____

Date of application _____

Start date for project _____

Projected hours/week _____   Duration of project _____

Abstract of project (75-100 words):

Attach 1) your up-dated CV, 2) a one-page (250-word) description of the project, describing it in more detail and including plans for dissemination or how your work in the field will further the School of Education's mission by developing relationships with public schools in NYC, and 3) a one-page (250-word) summary of the dissemination outcomes of your last award for unsponsored released time.

If you are awarded this unsponsored released time, a final report of what you accomplished is due to the Executive Committee (to be placed in faculty member's permanent file) within the first month of the semester after the project's completion. Projects lasting longer than one year require resubmission of this application.

NB: Applicant is responsible for obtaining necessary IRB approvals (if applicable).

Projected teaching load for year of project, if this proposal is accepted:

Fall: Spring:

Other released time during year of project (include responsibilities):

The project described in this proposal is not supported by any other means.

_____   _____
Applicant's name   Date

Department Executive Committee Recommendation (circle one):

          Accept   Reject   _____
                                                                        Date