

Course Release Grant Program

This policy establishes a framework to encourage academic year grantsmanship by creating a program offering a course release for the purposes of writing an external grant. As an initial program, the college may award 3-5 course releases per semester (fall & spring) beginning Fall 2022. Invitations to submit a proposal for a Grant-writing Course Release (GCR) and their review will occur in Spring/ Summer 2022.

Eligibility

Full-time tenured and tenure-track faculty members may apply for one course release per academic year. Successful applicants will be allowed to re-apply once every two years.

Description

The Grant-writing Course Release (GCR) is designed to support faculty who are pursuing a *specific substantial* external award. The GCR will be provided for the time period the faculty member develops and writes their external grant proposal. This program is competitive and only a limited number of course releases may be awarded per program cycle (3-5 fall/ 3-5 spring semester). Preference is given to proposals that seek external funding awards that recover full indirect costs.

SUNY Potsdam's administration, including the relevant department chair, dean, and the provost's office, must give final approval before a GCR recommended for funding by the Faculty Development and Research Committee (to be created) can be implemented by a faculty member.

All applications for GCR awards must fully identify the name of the funding sponsor, the deadline for application, the program title, if indirect costs are recoverable (and any limits to F&A recovery), the URL for the grant, and all other pertinent information.

Successful applicants will receive:

- Release time from teaching one course during one semester of the academic year (fall or spring).
- Individualized support for grant development from the Research & Sponsored Programs Office (RSPO). The support will include proofreading and editing, budget development, and final technical submission.

Expected Output

The expected output from the GCR is a grant proposal submitted to an external funding agency with a Potsdam faculty member in the role of the principal investigator (PI). Submission of the final grant application to the sponsor is expected at the earliest submission deadline following the course release semester and must be completed within one year of the end date of course release period.

Faculty members receiving a GCR are expected to revise and resubmit the proposal for the sponsor's next deadline date if the initial proposal is not funded. Only one re-submit is required under this program.

If a faculty member does not submit a grant proposal within the timelines listed above, or the required resubmission, the individual will be ineligible for consideration for future course releases under this program. However, if the faculty member later submits the grant proposal, eligibility for future GCRs will be restored. In addition, if the grant proposal is not submitted, the individual will be required to teach an additional course in later semesters to "make up" for the course from which he/she was released.

Faculty with and without current externally funded projects are eligible to apply for this program.

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Faculty are eligible to apply for a CRG every year. However, priority will be given to individuals who have not received course releases under this program within the past 3 years. For faculty who have received CRG's in the past and have been unsuccessful, it is expected that there will be positive progress noted in grant reviews.

This policy applies only to faculty seeking funding resources external to SUNY Potsdam, the SUNY System, and the RF for SUNY. Faculty are not eligible for a GCR to write internally funded grants.

Faculty receiving a GCR are ineligible to receive payment under this program to teach the course from which they are released from teaching (or a different course).

GCR Reporting

A final report must be submitted to the Research and Sponsored Programs Office within one year of GCR expiration. This report should explain the activities conducted during the release time, describe the achievement of the project outcomes as outlined above, and include a copy of the final work product (i.e. grant application and grant reviews). Failure to submit a final report renders the applicant ineligible for future CRG awards.

GCR Review

Application review for CRG will occur in two rounds.

Round one review. Applicants will submit an abbreviated proposal (i.e. approximately 3 pages in length) that includes the information requested below. Proposal review will take one week to complete after which successful applicants will be asked to submit a more complete proposal for round two review. The initial review will be conducted by the RSPO Director and Grant Specialist.

Preparation Guide

1. Project Title

2. Project summary: 500 words maximum describing the project for which you are seeking external grant funding. Include the goals, objectives, and importance of the project.

3. Grant Funding Source:

- a. Include the name of the funding agency and specific program (if applicable). Include the URL/ webpage information that will take the committee to the announcement and eligibility section for the funding source.
- b. Include if indirect costs (i.e. F&A) are allowable /recoverable and any limitations by the funding agency.
- c. Include the deadline/date for submission for the grant proposal by the funding agency.
- d. Include an estimated amount of funding that you are requesting in the award application and broad estimates for project expenses (i.e. equipment, supplies, staff salary & fringe.)
- e. In a sentence or two, describe how the proposed project fits within the funding agency's priorities.

4. Faculty Growth and Development: In a few sentences, explain how the proposed activity fits into your scholarly agenda and overall professional development.

5. Department/ Program Chair Approval: Provide a statement that you have received approval from your department /program chair from teaching a course during the semester you will be writing the proposal.

6. Submit via email to Jack McGuire (mcguirjp@potdam.edu)

Round two review. Applicants will submit a complete proposal (i.e. approximately 7 pages in length) that includes the information requested below. Proposal review will take two weeks to complete. Review will be conducted by the Faculty Development and Research Committee.

Preparation Guide

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1. Project Title

2. Abstract: 250 words maximum at the beginning of the application.

3. Narrative: Maximum 5 pages. Include the following.

a. **Project Summary:** Describe the project for which you will be seeking extramural grant funding. Include the goals and objectives and importance of the project to the field of study.

b. **Grant Funding Source:** Describe the grant funding source and estimate of grant funds you are requesting. Include the name of the external funding agency and the specific funding program. Also, briefly describe how the proposed research or project fits within the funding agency's priorities.

c. **Plan of Activity:** Describe the plan of activity, including a timeline, for the semester you are requesting course release. The last activity listed will be final submission to external agency.

d. **Collaborators:** List any co-investigators, collaborators, consultants, etc. at Potsdam or other institutions. Briefly describe their role(s) on the project.

e. **Faculty Growth and Development:** Explain how the proposed activity fits into your scholarly agenda and overall professional development.

4. Current CV: 2-page maximum. Include all relevant professional publications and relevant courses taught.

5. Department/ Program Chair Approval:

(a) Department/program chair approval must accompany the course release request,

(b) it must specifically describe how the course to be "bought-out" will be covered or not by the department,

(c) provide confirmation that the course release will not negatively impact the educational mission of the Department / Program,

(d) provide confirmation that the course release will not adversely affect the candidate's teaching portfolio at the time of tenure and promotion, and

(e) state either that no additional College resources (i.e. funding for an adjunct or overload) are needed to meet departmental/program teaching requirements, OR

(f) state that funding (i.e. temporary service, or otherwise) is necessary to cover replacement teaching.

6. Submit via email to Jack McGuire (mcguirjp@potdam.edu)

Decision-making: the Faculty Development and Research Committee (to be established) will review applications. The Committee membership is representative of the faculty with members selected from each of Potsdam's three schools. Each school has two representatives to provide equal participation in decision-making. Membership on the Committee is for a 3-year term and at the invitation of the Provost's Office. The Committee selects a chairperson from within its membership. The Committee's recommendation is sent to the Office of the Provost for ratification and appointment. The chairperson term is for 2 years of active leadership.

Committee membership includes the following:

School of Arts and Sciences: 2 representatives. School of Education & Professional Studies: 2 representatives, and Crane School of Music: 2 representatives. Non-classroom/ non-teaching Faculty: 1 representative
Director, RSPO: 1 (ex officio & non-voting).

The Committee will meet during the academic year to review requests. Decisions will be based upon a consensus of the Committee members attending the meeting when proposals are considered. The Committee will review, rate, and rank GCR proposals according to a rubric. Applicants will be notified of committee decisions within one week of the committee's review meeting.

The Committee's decisions on each application will fall into one of three categories: Approved, Conditionally Approved needing modification, and Not Approved. **Incomplete applications will not be reviewed and returned** to applicants. Committee decisions are final, and appeals are not permitted.

Course Release Grant Program

Semester Faculty would like to have a course release	Due date for GCR application submission for Round 1 Review	Due date for GCR application submission if invited for Round 2 Review
Fall 2022	June 15, 2022	July 14, 2022
Spring 2023	September 23, 2022	October 14, 2022
Fall 2023	February 17, 2023	March 10, 2023

Definition of terms.

Indirect costs: (i.e. IDC or F&A) are overhead costs or expenses of a project that cannot be readily and specifically identified for a particular sponsored project (e.g., costs of heating/ air conditioning, electricity, building maintenance, libraries, and/or administrative services).

Full indirect costs: Potsdam's F&A rate is 59.5% (on campus) and 19.5% (off campus). It is calculated based on the modified total direct cost method.

Substantial external award: is any grant, contract, or award where the IDC recovery exceeds four thousand dollars.

GCR Expiration: the last day of the semester in which the faculty member had the course release. E.g. Fall semester 2022. The last day of exams and last day of the semester is December 16, 2022.