Grant Writing Course Release Program

This program is designed to encourage academic year grantsmanship by offering a course release for the purposes of writing an external grant. The college may award 3-5 course releases per semester (fall & spring).

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Fall Deadline (for spring 24 or later): October 13, 2023

Spring Deadline (for fall 24 or later): April 19, 2024

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Eligibility
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) program is designed to support faculty wishing to pursue a *specific substantial external grant*. The GCR will be awarded for the time period the faculty member develops and writes an external grant proposal. GCR awards are limited to 3-5 in the fall and 3-5 for the spring semester. Priority is given to proposals that seek external funding awards recovering *full indirect costs*.

SUNY Potsdam's administration, including the relevant department chair, dean, and Provost, approves of each GCR recommended by the Faculty Development and Research Committee.

All applications for GCRs 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 indirect cost 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. If the applicant wishes, the proposal will be circulated, prior to submission, to faculty that have proven successful at grant writing for their recommendations.

Expected Output
The expected output from a 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.

Those 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. However, if the faculty member later submits the grant, eligibility for future GCRs will be restored. In addition, if the grant

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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 or without current externally funding projects are eligible to apply for a course release.

Faculty are eligible to apply for a GCR every year. However, priority will be given to individuals who have not received releases within the past 3 years. For faculty who have received GCR'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 the university. Faculty are not eligible for a GCR to write internally funded grants (this includes the RF for SUNY).

Faculty receiving a GCR are ineligible for payment to teach the course (or a different course) they are seeking a course release from.

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 GCR awards.

GCR Proposal and Review

Applicants will submit a proposal inclusive of the information requested below. Proposals should be limited to 8 pages and use the headings below. Review of proposals will take two weeks with recommendations then forwarded to the appropriate dean and provost for approval.

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 where the announcement and eligibility section for the funding source can be found.
b. Include if indirect costs (i.e. F&A) are allowable /recoverable and any limitations by the funding agency.
c. Include the deadline for submission for the grant by the funding agency.
d. Include an estimated amount of funding that you are seeking in the grant 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. Include whether you have ever applied for funding from this sponsor and your success.
5. 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.
6. Collaborators: List any co-investigators, collaborators, consultants, etc. at Potsdam or other institutions. Briefly describe their role(s) on the project.
7. **Abbreviated CV**: 2 pages max. Include relevant professional publications, relevant courses taught, and grants received.

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8. **Department/ Program Chair Approval**: Provide a statement from your department head that:
(a) approves of the course release request for the semester you are applying,
(b) describes how this course will be covered/taught (or not) by the department,
(c) provides confirmation that the course release will not negatively impact the educational mission of the Department / Program,
(d) provides confirmation that the course release will not adversely affect the candidate's teaching portfolio at the time of tenure and promotion,
(e) states that 1) no additional College resources (I.e. funding for an adjunct or overload) are needed to meet departmental/program teaching requirements, OR 2) that funding (I.e. temp service, or otherwise) is necessary to cover replacement teaching.

Decision-making: the Faculty Development and Research Committee will review applications within two weeks of submission. Favorable GCR decisions will be based upon a consensus of the Committee members. The decisions of the Committee will be communicated to applicants within three weeks of the submission deadline.

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 be returned to applicants without being reviewed.** Committee decisions are final, and appeals are not permitted.

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) but are nevertheless expenses carried by the college to support grants.

Full indirect costs: Potsdam's F&A rate is 59% (for on campus work) and 19.5% (for off campus work). It's calculated based on the modified total direct cost method (MTDC).

Substantial external grant: is any grant that recovers the full costs of hiring a replacement faculty to teach a course. A grant will need to generate approximately $10,500.00 in F&A costs to be considered substantial.