Presidential Travel Award Program

Date: August 27, 2015
To: Full-time Faculty in the Professorial Ranks
From: Lon S. Kaufman
acting Provost and Vice President for Academic Affairs
Subject: 2015 – 2016 Presidential Travel Award Program

We are pleased to announce another year of funding for the Presidential Travel Award Program to support faculty participation in conferences and other research-related travel. This year we again encourage travel related to assessment and student learning in your discipline. The President will provide funds for travel throughout the academic year, including the summer. These funds will be distributed to faculty in the five schools and the library. We ask that your applications come through the offices of your chairperson and dean.

This year, applications that meet the following criteria will be accepted from full-time faculty in the professorial ranks (i.e., Assistant Professors, Associate Professors, Professors, Distinguished Professors):

1. The travel in question takes place between September 1, 2015 and August 31, 2016. If the application is for reimbursement for a trip already taken, receipts must be submitted with the application.
2. There is a description, no longer than one page in length, of either:
   a. the conference/meeting the applicant wishes to attend, including dates and place, and how attendance/presentation will contribute to his or her research or enhance his or her professional profile. The applicant must identify his or her role at the meeting (e.g., convener, moderator, program planner, presenter, attendee, etc.) and the title of the work, if applicable. If the conference or workshop is related to learning and assessment, the applicant must indicate how attending the conference will enhance teaching, learning, or assessment at Hunter College.
   b. the use of the travel funds for other research related activities (e.g., data collection, meeting with research collaborators, etc.), including dates, place, and how the activity will contribute to his or her research or enhance his or her professional profile.
3. The applicant includes the actual or anticipated costs of attendance (e.g., registration, travel, lodging, food, etc.) and indicates if any of the costs will be covered by another source, or if the applicant will be paid or reimbursed for his or her participation.
4. The attached cover sheet is completed, signed by the applicant and his or her department chair or supervisor, and included as the first page of the proposal.
5. Outcomes for internal (Hunter College) funding applicants have received over the past 4 years. Please click here (https://docs.google.com/forms/d/1u4MGlq1k4-You0EQBGDmaoK_Qkh8uN3iVPO5aKSZYF8/viewform) to enter outcomes (e.g., publications, grant proposals submitted and/or funded) based on funding received from the following internal funding sources: Shuster Faculty Fellowship Fund, the President’s Fund.
Requests for funding from the Presidential Travel Award Program will not be considered if applicants do not enter outcomes from internal funding received over the past 4 years.

In order to increase efficiency, all components of the application (except original receipts for travel that has already been completed) must be submitted electronically – paper applications will no longer be accepted.

All faculty who receive awards to fund research-related travel are asked to submit an abstract of their presentation or, where appropriate, a description of their research activities, to their chairs and deans when they return from their trips. All faculty who travel for assessment- and learning-related purposes are expected to host an event or prepare materials in which they share what they have learned with their Hunter colleagues, and to report to their chairs and deans on that event.

To better meet the needs of the faculty, applications may be submitted in three different cycles, and a limited number to out-of-cycle applications will be accepted after the third cycle deadline has passed:

**Cycle 1:** Applications are due to Department Chairs on September 15, 2015 > Due to Deans offices on September 22, 2015 > Due to Provost Office on October 5, 2015 > Faculty Notification by November 16, 2015

**Cycle 2:** Applications are due to Department Chairs on November 23, 2015 > Due to Deans offices on December 7, 2015 > Due to Provost Office on February 1, 2016 > Faculty Notification by March 1, 2016.

**Cycle 3:** Applications due to Department Chairs on March 1, 2016 > Due to Deans Offices on March 15, 2016 > Due to Provost Office April 1, 2016 > Faculty Notification by May 1, 2016

While out-of-cycle applications will be considered if an opportunity arises after applications are forwarded to the Office of the Provost, we ask that you do your best to anticipate your travel needs for the academic year and submit your application by March 1, 2016, if at all possible. Given the available resources, we anticipate that out-of-cycle awards will be very limited this year.

In addition, given the increased demand for these awards each year and the current economic climate, please be advised that in all likelihood you will not receive all, or even most of the money that you request. As always, award amounts will depend on the number and quality of applications received. Preference will be given to faculty who are presenting their work or collecting data.

If you have any questions, please do not hesitate to call the Office of the Provost (212-772-4150).
Hunter College
2015 – 2016 Presidential Travel Grant Program
Application Cover Sheet

Name: _________________________________________________

Department: ____________________________________________

Rank: __________________________________________________

Tenured: Yes____ No_____ 

Telephone: ______________________________ 

E-Mail: _________________________________

Conference/Meeting Name/Location: _________________________________________
_________________________________________________________________________

Purpose (e.g., Present at /Attend Conference, Data Collection):  _____________________
_________________________________________________________________________

Dates of Attendance: ______________________________________________

Total Amount Requested: __________________________________________

Are you are submitting original receipts with this application   Yes  ____ No ____

__________________________________________________________

Applicant Signature

__________________________________________________________

Department Chair Signature
President’s Fund for Faculty Advancement

Date:   August 27, 2015
To:   Full-time Tenured or Tenure-Track Professorial Rank Faculty
From:   Lon S. Kaufman
         Acting Provost and Vice President for Academic Affairs
Subject:  2016 President’s Fund for Faculty Advancement

We are pleased to announce another round of funding via The President’s Fund for Faculty Advancement, which seeks to provide faculty with the resources they need to publish completed work or obtain external funding for their research or creative work. In response to your requests and in support of Hunter’s strategic plan, President Raab created this fund to help ensure that Hunter faculty have the resources they need to advance their careers and the research mission of Hunter College. Full-time tenured or tenure-track professorial rank faculty are eligible to apply.

The President’s Fund for Faculty Advancement is specifically designed to provide you with the resources you need to publish completed or nearly completed work or obtain external funding for your research, scholarship or creative work. While all requests that address these goals will be considered³, we provide the following examples of requests that are particularly appropriate for this program:

- Seed money (e.g., to collect pilot data, including new collaborative projects, necessary to submit a major grant proposal)
- Page charges for journal articles
- Costs related to the creation of a book index or professional illustrations
- Funds to pay for statistical consultation on publishable manuscripts or grant proposals
- Funds to pay for short-term research assistance to collect or analyze data for publication or grant proposals
- Costs related to the purchase of specialized datasets, software, or other scholarly materials necessary to complete a publishable scholarly or creative project or general pilot analyses for grant proposals

This year, applications will be accepted for proposals of up to $3000 per faculty member.

Applications must include the following 5 components:

6. The attached cover sheet, signed by the applicant and his/her department chair, which indicates the applicant’s acceptance of the following two program requirements:
   a. If funded, requested items/services must be purchased and used for a new or continuing research, scholarship, or creative project during the period of January 1, 2016 - December 31, 2016.

³ Requests for travel funds and course release are NOT appropriate for this program. Travel funds should be requested via the Presidential Travel Awards program.
b. If funded, requested items/services must be used for a new or continuing research, scholarship, or creative project that will be submitted for publication or as part of an external grant proposal by December 31, 2017.

7. **A proposal**, written for a non-disciplinary audience and no longer than two pages in length, that:
   a. describes the specific project for which the proposed items/services are requested
   b. explains why the requested items/services are necessary to submit your external grant proposal or publish your work within the specified time frame.
   c. Specifies the target outcome (e.g., grant proposal, publication, creation of creative work, etc.)

8. **A budget** for the requested items/services that indicates if any of the costs will be covered by another source.

9. **An up-to-date CV**

10. **Outcomes for internal (Hunter College) funding you’ve received over the past 4 years.** Please [click here](#) to enter outcomes (e.g., publications, grant proposals submitted and/or funded) based on funding received from the following internal funding sources: Shuster Faculty Fellowship Fund, the President’s Fund for Faculty Advancement and Presidential Travel Awards (if the travel award was for research or data collection).

    Requests for funding from the President’s Fund for Faculty Advancement will not be considered if faculty do not enter outcomes from internal funding received over the past 4 years.

**All components of the application must be submitted electronically – paper applications will not be accepted. Faculty should send their completed applications via email to their department chairs.**

All faculty who receive funding via this program are asked to submit an abstract of the submitted paper or grant proposal (or similar summary of the funded work) to their chairs and deans once the book, article, grant proposal, or other scholarly or creative work has been submitted.

Applications are due in early fall 2015, but we announce the funding opportunity now so that faculty can get a head start on their applications. **All applications are due to department chairs by October 7, 2015.** Chairs should forward applications to the deans by October 19, 2015. Deans should forward proposals to the Office of the Provost by October 28, 2015. We anticipate that final awards will be announced in November 2015.

If you have any questions, please do not hesitate to call the Office of the Provost (212-772-4150).
Shuster Faculty Fellowship Fund

TO: Full-time Tenured or Tenure-track Professorial Rank Faculty Members

DATE: August 27, 2015

FROM: Lon S. Kaufman
Acting Provost and Vice President for Academic Affairs

RE: The George N. Shuster Faculty Fellowship Fund

PROGRAM OVERVIEW
The year, in order to better support faculty research efforts, we will continue a renewed use of the Shuster Faculty Fellowship Fund. From September 1, 2015 through June 30, 2016, the Shuster Faculty Fellowship Fund will provide support for

• Peer review of faculty manuscripts and grant proposals
• Professional editing of faculty manuscripts and grant proposals
• Faculty travel to foundations and other private funding agencies1 to discuss funding opportunities and/or their grant proposals. This funding is supplemental to funding available via CUNY’s Office of the Vice Chancellor for Research (www.cuny.edu/research). We ask that you apply for funding from CUNY and the Shuster Fund at the same time. The Shuster Fund will provide up to $1000 in funding – as necessary for your trip beyond what you may receive from CUNY.

ELIGIBILITY: All full-time tenured or tenure-track professorial rank faculty are eligible to apply.

DEADLINE: Applications will be accepted on a rolling basis, but must be submitted at least 1 month prior to the proposed activity.

FUNDING: You may request up to $1000.

THE APPLICATION: The application must include:

1. A description of and justification for the planned activity (see pages 3-5 of this document). If you are requesting funding for peer review or professional editing and you need assistance with identifying the appropriate professional(s), please contact Acting Associate Provost for Research, Mark Hauber at mark.hauber@hunter.cuny.edu.

2. An itemized budget request and justification (see page 6 of this document)

3. Submission of outcomes from internal funding received over the past 4 years (see page 5 for instructions and link to online submission form)

4. Additional material to be submitted with the application
   a. An up-to-date abbreviated CV (i.e., no more than 4 pages)
   b. For peer review and professional editing, attach a copy of the manuscript or grant proposal for which you are requesting peer review or editing services.
c. For travel to a foundation or private funding agency, attach a one page description of the project you hope to fund. (You should plan to send this description to the funding agency representative when you set up your meeting.)

d. If the peer review, professional editing or travel is related to a proposal that is to be submitted to a foundation, corporation or private individual, you must attach evidence that you have submitted a clearance request as per the Clearance Policy for the Solicitation of Grants from Foundation, Corporations and Private Individuals. Evidence may include the email you submitted to request clearance plus a copy of the submitted clearance form or the email you received indicating that clearance has been granted.

SUBMISSION OF PROPOSAL

Proposals should be sent via email to provost@hunter.cuny.edu

AWARDS: All peer review/editing/travel must be completed within 3 months of award notification.

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1 In general, federal and state funding agencies do not encourage face-to-face meetings between program officers and potential funding recipients because such meetings may be perceived as providing an unfair advantage to the potential funding recipient. Faculty are, however, strongly encouraged to contact program officers at federal and state funding agencies via telephone and/or email to discuss funding opportunities and their grant proposals. If you have been encouraged by a particular program officer at a federal or state funding agency to meet with them in person, you may apply for funding from the Shuster Faculty Fellowship Fund as long as you provide documented evidence (e.g., an email) of the invitation in your application.
National research suggests that student success is inextricably linked to student engagement, the degree to which a student is intellectually involved within and beyond the classroom. This is confirmed by our students, who have asked for more opportunities to interact with you—their Hunter faculty—beyond the classroom.

*Do psychologists discover or create reality?*
*Does my history professor only know about history?*
*At what point did my art professor courageously choose Art?*
*How do I prepare for a poster session?*
*Do I have what it takes to pursue a career in research?*
*What do geographers really do?*
*How did my professors become professors?*

Each of the **Presidential Initiatives to Increase Student Engagement** is committed to enhancing student success by increasing opportunities for Hunter faculty to engage students beyond the confines of their classrooms. The initiatives are primarily intended to support undergraduate students. Proposals for activities that include both undergraduate and graduate students will be considered.

**Co-curricular Activity Initiative**

Funding for student-faculty activities that are related to faculty courses or their scholarship. Activities may include student-faculty lunches, receptions, seminars, award ceremonies, film screenings, colloquia, or field trips.

**Student Presentation Initiative**

Funding to offset travel expenses for faculty-nominated students who will present their work at professional conferences that they attend with Hunter faculty, or to organize a faculty sponsored, student-scholarship conference at Hunter.

**Student-Faculty Research Initiative**

Funding support to students participating in faculty research, scholarship, and creative projects. Hunter faculty may request up to $1,000 per student, per academic year (i.e., up to $500 per student, per semester).
Presidental Initiatives to Increase Student Engagement  
2015-2016

Proposal Guidelines

Please submit your proposal and outcome assessment report to Vanya Quinones-Jenab, Acting Associate Provost, Office of the Provost, by email (vaquinon@hunter.cuny.edu) or (student.engagement@hunter.cuny.edu), with a copy to President Jennifer J. Raab at (president@hunter.cuny.edu). Proposals will be reviewed on a rolling basis, and preference will be given to those initiatives that enrich the experiences of undergraduates, and, to faculty members whose initiatives did not receive funding in the 2014-2015 academic year.

The Proposal: What Do You Want Your Students to Learn From the Activity or Event?

The brief proposal must include:

- initiative category (whether Co-curricular Activity Initiative, Student Presentation Initiative, or Student-Faculty Research Initiative)
- name of the Hunter faculty sponsor
- name of the associated course or project
- a description of the activity or event

What is the significance of the activity or event? How will it enhance student learning and retention for Hunter’s undergraduates? If the proposed activity or event will only directly affect an individual student, please explain how the effects of that opportunity may be shared for the benefits of other students. For example, a student who receives funding through the Student Presentation Initiative or the Student-Faculty Research Initiative could schedule a campus presentation date for potential majors to hear about the research or event experience.

- complete name(s) of the participating student(s)
- date and location of the activity or event
- budget for the activity or event

Please note that funding may be partial and that original receipts (no alcoholic beverages) and a final assessment report are required for reimbursement. Paid guest speakers must provide invoices, copies of their Social Security Cards (US) or passports (foreign), and completed Check Requisition Forms.

The Outcome: What Did Your Students Learn From the Activity or Event?

Hunter faculty who receive funding through any one of the Presidential Initiatives will be required to submit a brief (two-page) post-activity/event report within one month following the funded activity or event. What did your students learn from the activity or event? What did you learn about your students? If you were to facilitate such an activity or event in the future, what would you repeat or change? Reimbursement checks take time and will be distributed only after reports are filed.

Questions? Comments?

Please contact Dr. Vanya Quinones-Jenab, Acting Associate Provost, Office of the Provost, by email at vaquinon@hunter.cuny.edu or student.engagement@hunter.cuny.edu.
TO: Full-time Tenured or Tenure-track Professorial Rank Faculty Members
DATE: February 1, 2015
FROM: Vita C. Rabinowitz
Provost and Vice President for Academic Affairs
RE: New Presidential Grant Writing Support Programs

As part of the President’s Fund for Faculty Advancement and to better support faculty seeking external funding* for their research, scholarship and creative work, we are pleased to announce the following two new grant writing support programs.

1. **First-Time Grant Writer’s Program**

   *Aim*: to increase the number and success of grant applications from first-time grant writers at Hunter College (applicants must be full-time tenured or tenure-track professorial rank faculty)

   *Format*: 6 month training/mentorship program

   *Eligibility*: first time grant writers who have specified a program and deadline for a future grant submission

   *Benefits*: (1) a course release if justifiable given the applicant’s other responsibilities and approved by the department chair, (2) access to Grant Writing Resources, (3) assignment of a Hunter College Faculty Sponsor (with a successful track record of grant awards), (4) Peer-Reviews of at least two drafts of your grant proposal by both the Faculty Sponsor and an additional expert, (5) Training and Assistance with budget preparation and grant submission by the Office of Research Administration.

2. **Advanced Grant Writer’s Program**

   *Aim*: to increase the number and success of grant applications from Hunter faculty who have previously submitted an unsuccessful grant proposal.

   *Format*: 3 month training/mentorship program

   *Eligibility*: experienced grant writers at Hunter College (applicants must be full-time tenured or tenure-track professorial rank faculty). All eligible faculty who have applied unsuccessfully for a grant proposal over the last three years are encouraged to apply, but if a large number of applications are received, priority will be given to those who show evidence of a recent, highly rated but unsuccessful grant application (e.g., NIH proposals that received a score but fell below the funding line; unfunded NSF applicants who received excellent/very good rankings on full proposals or who received invitations to submit full proposals following the pre-proposal round).
**Benefits:** (1) a course release if justifiable given the applicant’s other responsibilities and approved by the department chair, (2) access to Grant Writing Resources, (2) assignment of a Faculty Peer (with a successful track record of grant awards), (3) Peer-Reviews of at least two drafts of the grant proposal by both the Faculty Sponsor and an additional expert, (4) Advanced Assistance with budget preparation and grant submission by the Office of Research Administration.

**Application Deadline**

Applications will be accepted on a rolling basis, but must be submitted
- at least 7 months before the grant submission deadline for the First Time Grant Writer’s Program
- at least 4 months before the grant submission deadline for the Advanced Grant Writer’s Program

**Submission of Applications**

Applications should be sent via email to provost@hunter.cuny.edu.

* Faculty applying for PSC-CUNY or other CUNY awards are not eligible for these programs.
1. Applicant Information

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<th>Name</th>
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<td>Department</td>
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<tr>
<td>Rank</td>
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<tr>
<td>Tenured (Yes/No)</td>
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<td>Telephone</td>
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2. Program Information

<table>
<thead>
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<th>Working Title of Grant Proposal</th>
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<td>Agency to which grant proposal will be submitted</td>
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<td>URL of program solicitation or RFP</td>
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<td>Deadline for proposal submission</td>
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<td>Are you requesting a course release (Yes/No)</td>
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<td>Justification for course release</td>
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<td>Name of suggested Hunter College Faculty Sponsor (\textit{not required})</td>
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<td>Name and contact information of suggested expert reviewer (\textit{not required})</td>
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3. Additional Application Requirements

a. First-time Grant Writer’s Program Applicants must also submit
   - A concept paper or draft summary of your proposal (1-2 pages)
   - An up-to-date CV
   - If your grant proposal will be submitted to a foundation, corporation or private individual, evidence that you have submitted a clearance request as per the Clearance Policy for the Solicitation of Grants from Foundation, Corporations and Private Individuals. Evidence may include the email you submitted to request clearance plus a copy of the submitted clearance form or the email you received indicating that clearance has been granted

b. Advanced Grant Writer’s Program Applicants must also submit
   - Your previously submitted, but unsuccessful, grant proposal along with all reviewers’ comments
   - An up-to-date CV
   - If your grant proposal will be submitted to a foundation, corporation or private individual, evidence that you have submitted a clearance request as per the Clearance Policy for the Solicitation of Grants from Foundation, Corporations and Private Individuals. Evidence may include the email you submitted to request clearance plus a copy of the submitted clearance form or the email you received indicating that clearance has been granted

By signing below, the applicant agrees that if s/he is accepted to one of these grant writing support programs, s/he will submit a grant proposal to an external funding agency within 6 months of completing the program. Faculty who don’t submit the required proposal will be required to “repay” any course release received as part of the program.

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<th>Signatures</th>
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<tr>
<td>Applicant</td>
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<td>Department Chair</td>
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<td>Dean or Assistant/Associate Dean for Research</td>
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**Presidential Initiative**

**Faculty Laptop Program Guidelines**

**Initiative:** Provide financial support for faculty members toward the purchase of a personal laptop for additional computing power in support of their work in the classroom, library, in the lab and at home. Hunter College will provide $550 towards the purchase of a personal laptop. This equipment will be owned by faculty, not Hunter College, to be used as they deem appropriate.

**Financial:**

1. Eligible reimbursement of up to $550 will be provided toward the one-time purchase of a laptop computer (see “Eligibility” below);
2. All costs and liabilities associated with maintaining, upgrading and/or repairing the equipment shall be borne by the recipient;
3. The College reimbursement amount is considered by the IRS to be taxable income reportable by the recipient.

**Eligibility:**

1. All active full time faculty on payroll as of April 1, 2015 or later;
2. Reimbursement shall be provided for the one-time purchase of a laptop computer regardless of manufacturer, make or model.

**Process:**

1. Subsequent to the purchase of a laptop, faculty must
   a. Fill out the attached form;
   b. Attach proof of purchase documentation (note: proof of purchase shall constitute a copy of an invoice / paid receipt), and;
   c. Submit the form and proof of purchase documentation to the Office of the Provost for processing of reimbursement.
2. Faculty can arrange to have their reimbursement check picked up or mailed to their home.
Presidential Initiative
Faculty Laptop Program
Reimbursement Form

Financial:
1. Eligible reimbursement of up to $550 will be provided toward the one-time purchase of a laptop computer (see “Eligibility” below);
2. All costs and liabilities associated with maintaining, upgrading and/or repairing the equipment shall be borne by the recipient;
3. The College reimbursement amount is considered by the IRS to be taxable income reportable by the recipient.

Eligibility:
1. All active full time faculty on payroll as of April 1, 2015 or later;
2. Reimbursement shall be provided for the one-time purchase of a laptop computer regardless of manufacturer, make or model.

Required information for Reimbursement

1) Assigned Department: ________________________________________________________________

2) First name:_________________________ Last name ________________________________

3) Phone #_________________________ Hunter Email Address: __________________________

4) Address _______________________________________________________________________

5) City/County_______________________ State _____________ ___ Zip code______________

6) Method of Delivery for Reimbursement (Check one)
   a. Pick-up: □
   b. Mail to my address □

7) Attach a copy of Invoice / Payment receipt to this form

8) Sign and date:
   Signature: __________________________________________________
   Date: ______________________
Clearance Policy and Procedures

Hunter College

Fundraising Policy and Procedures for Cultivation and Solicitation of Grants and Gifts from Private Individuals, Corporations and Foundations

Like all public institutions, Hunter College increasingly relies on philanthropy to enhance its academic programs, capital improvements, faculty and student research initiatives, student scholarships and internships, student activities, and a host of other projects. The college’s policy and procedures for the cultivation and solicitation of grants and gifts have been designed to promote an environment in which fundraising is encouraged, supported, and guided. The purpose of a prospect clearance process is to facilitate and maximize Hunter’s fundraising potential by ensuring that solicitations are:

• broadly compatible with the mission and goals of the college
• presented in ways that represent the college, requester, and proposal to best advantage
• targeted to donors in ways that ensure the most appropriate match of donor interests and college priorities
• coordinated to prevent competing or multiple proposals

As the college continues its successful capital campaign to raise our academic profile, we must continually upgrade and coordinate our fundraising efforts. Coordinated fundraising efforts will strengthen Hunter’s ability to support a community of scholars that strives for excellence in teaching, learning, and research. Furthermore, the policy will provide a systematic and transparent process by which to review proposals that call for a commitment of college resources.

Scope

This policy is intended to cover solicitations to private individuals (alumni and non-alumni), corporations, and foundations, even those with whom you or your programs have had long-standing relationships. A separate policy and procedures regarding the solicitation of public officials, elected representatives, city and state agencies, councils, and legislatures, and various community organizations is available at http://www.hunter.cuny.edu/provost/reports-policies/policies.

With few exceptions, this policy does not cover competitions for federal government grants from, for example, the Department of Defense, the National Endowment of the Arts, the National Institutes of Health, or the National Science Foundation. One important exception is when the government agency will accept only one grant or cooperative agreement application from Hunter. In these cases, we request that you vet your application through the Office of the Provost at least four

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4 Applications for federal government grants and contracts, including those that are subcontracted through other non-profit organizations, should be routed through the Department Chair, the School Dean and the Office of Research Administration as has long been standard practice at Hunter College. Additional information can be found on the website of the Office of Research Administration: http://www.hunter.cuny.edu/research/
weeks before the due date. This should help avoid unnecessary effort on the part of multiple parties when only one proposal can ultimately be submitted.

Process

*When a donor, corporation, or foundation contacts a faculty member:* Upon receiving an unsolicited inquiry from a private individual, corporation, or foundation, you should contact the Executive Director of Development, Office of Institutional Advancement, at 212-772-4085.

*Applications for foundations, corporations, and major gift prospects/donors:* Faculty, staff and students with funding requests should complete the attached project/prospect clearance form. Among other things, the form requires disclosure of any resources requested from Hunter College, including faculty release time and the use of Hunter space and facilities. After being signed by the Department Chair and School Dean, the form should be sent to the Provost’s Office for clearance review by the Provost and Executive Director of Development.

In most cases, proposals will be vetted expeditiously by the Provost and the Executive Director of Development, who will consult with other experts as necessary. In rare instances, such as when multiple or competing applications are being submitted to the same foundation and there are no clear guidelines for choosing one proposal over another, the Provost may request additional information and will organize and chair a meeting of a Clearance Committee that is composed of “Regular” and “Ad Hoc” members.

- **“Regular” members include:**
  - Provost (or designee), who would serve as chair of the committee
  - Executive Director of Development
  - Deans of the School of Arts & Sciences, Education, Health Professions or Social Work (or an appropriate representative)

- **Ad Hoc members will be invited based on the nature of the specific funding requests under review.** Ad Hoc members might include:
  - Vice President of Finance & Administration (or designee)
  - Vice President of Student Affairs (or designee)
  - Director of the Office of Research Administration
  - Faculty from related fields, as appropriate
  - College attorney, as appropriate
  - Other experts from the community, as appropriate

If a proposal is denied, the Provost and/or Executive Director of Development will offer guidance about the ways in which the proposal could be amended to increase the likelihood of clearance.

*Brochures, direct mail campaigns and newsletters to alumni and friends* require that a prospect contact request form be completed and forwarded to the Office of the Provost, which will coordinate a quick response in conjunction with the Executive Director of Development. A draft of the solicitation letter, brochure, or any other promotional materials must accompany the request. Requests will be considered within the broader context of mailings and outreach.

**Time Line**

Requests should be submitted to the Office of the Provost at least one month before the proposal is due. In most cases, a response will be received within two weeks of submission. Clearance will be granted for specified projects, donors, and periods of time. If there are any changes in the nature or
scope of the project, the list of potential donors, or the period of time for which clearance is sought, the Provost needs to be notified of the change in writing. Any questions should be directed to the Office of the Provost, 212-772-4150.
All solicitations of corporations, foundations, and private individuals (alumni and external) by Hunter College faculty, staff, and students require prior approval. Please provide the following information via email to provost@hunter.cuny.edu; a hard copy should also be sent to the Office of the Provost, Room 1701, East Building.

Date

Name

Department

Phone number

Email Address

Corporation(s), Foundation(s), and/or Individual(s) you plan to contact

Anticipated Date of the Meeting with the Potential Donor or Organization

Please provide a brief description of project you hope to fund (attach separate sheet if needed):

Anticipated Costs of the project you hope to fund

Funding source deadline or solicitation submission date

Time frame for which clearance is requested

Is your application in response to a Request for Proposals (RFP) or a Request for Applications (RFA)?

If yes, indicate website or attach the RFP/RFA

Have you contacted this organization and/or received funding from this organization before?

If yes, attach a separate sheet with details, including the date(s) and details of your previous contact. For a funded project, include a description of the project, the period for which you were funded, and amount of funding you received.
Please indicate if the project involves any of the following (attach separate page with details):

- Additional or renovated space at Hunter College
- Space at a facility other than Hunter College
- Use of special facilities
- Facilities & administrative costs to Hunter College
- Faculty release time
- “Matching” funds from Hunter College
- Human subjects/IRB approval
- Animal Subjects/IACUC approval
- Biohazards/IBC Approval

No proposal will be considered without the following

Department Chair’s approval:

Signature ___________________________          Date_____________

Dean’s Approval:

Signature ___________________________          Date_____________