PSC CUNY Research Award Program

Presented by
The Office for the Advancement of Research &
The Office of Sponsored Programs
Agenda

- Description of Program
- Eligibility
- Review Criteria
- Proposal Preparation & Submission
- Budget Preparation
- IRB/HRPP
- Proposal System
Introduction
Program Description

- Award types:
  - Traditional A Awards: up to $3,500
  - Traditional B Awards: $3,600 to $6,000
  - Enhanced Awards: $6,500 to $12,000

- Cycle 48 Awards run 7/1/17 – 6/30/18, one 6-month extension may be requested.
Eligibility

- Full-time members of the instructional staff and HEOs.
- Cannot apply if have received external funding of $100,000+ in direct costs in previous year.
- Tenured faculty limited to 2 consecutive awards; only 1 of those may be an Enhanced award.
Review Criteria

- Judged on scholarly/creative merit of project.
- Ability of applicant to perform the proposed work successfully.
- Future external funding potential.
- Contribution to the field or attain national/international recognition.
- Reviewers take into consideration junior faculty’s record of scholarly/creative production.
- Appropriateness of budget.
Proposal Preparation & Submission

Project Narrative

- Page limits (3 pages for A awards, 5 pages for B & Enhanced awards)

- Introduction
- Background
- Methodology
- Bibliography

Proposal Submission

- System Demonstration
Proposal Preparation & Submission

Timeline

- Thursday, December 8, 5pm EST: Internal deadline for Submission as required by OSP.
- Thursday, December 15, 11:59pm EST: Deadline for receipt of all applications.
- April 15: notification of Traditional A & B awards.
- May 15: notification of Enhanced Awards.
Budget Justification (for Enhanced Only)

Items:
- Supplies and Materials (items $1,000 or less)
- Equipment (items >$1,000)
- Travel (Breakdown expenses)
- Publication and Manuscript Preparation Costs
- Summer Salary (cap is $96,635; max $3,500)
- Released Time (not for A awards)
- Research Staff
- Fringe Benefits (new CUNY rates)
Training for Researchers

- Responsible Conduct of Research
  - All CUNY faculty members, postdoctoral scholars, graduate and undergraduate students involved in research.

- Conflict of Interest
  - Required for all Principal Investigators/Key Persons conducting research related to any Public Health Service (PHS) funded grant or contract.

- Protection of Human Subjects
  - CUNY faculty, postdoctoral scholars, graduate and undergraduate students who interact with human subjects, have access to private information about human subjects, or provide direct oversight of research with human subjects are required to complete CITI training in the protection of human subjects PRIOR to Institutional Review Board (IRB) approval.

CITI Training: [https://www.citiprogram.org/](https://www.citiprogram.org/)
HRPP or IRB Review is Required when ALL of the following criteria are met:

1. The investigator is conducting research or clinical investigation;

2. The proposed research or clinical investigation involves human subjects; AND

3. CUNY is engaged in the research or clinical investigation involving human subjects.

Definitions and additional details may be found at: 
http://www.cuny.edu/research/compliance/human-subjects-research-1/hrpp-policies-procedures.html
HRPP or IRB Review is Required when **ALL** of these criteria are met:

1. **Research** – A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge.

2. **Human Subject** – A living individual about whom an investigator (whether professional or student) conducting research obtains 1) data through intervention or interaction with the individual, or 2) identifiable private information.

3. **Engaged** – CUNY is considered engaged in a particular human research project when CUNY employees or agents* obtain, for the purposes of the research project 1) data about the subjects of the research through intervention or interaction with them; 2) identifiable private information about the subjects of the research; 3) the informed consent of human subjects for the research.

*Refers to individuals who: 1) act on behalf of CUNY 2) exercise institutional authority or responsibility or 3) perform institutionally designated activities. Employees or agents can include, contractors, and volunteers among others, regardless of whether the individual is receiving compensation.
Levels of IRB Review

Full Board
- More than “minimal risk” to subjects
- Not covered under other review categories
- Example: interventions involving physical or emotional discomfort or sensitive data

Expedited
- Not greater than minimal risk
- Fits one of the 9 Expedited Review Categories*
- Examples: Collection of biospecimens by noninvasive means, Research with existing documents/record collected for non-research purposes in which subjects are identifiable

Exempt
- Less than “minimal risk”
- Fits one of the 6 Exempt Categories*
- Example: Research with de-identified records, anonymous surveys

*Defined by federal regulation (45 CFR 46)

From: https://oprs.usc.edu/files/2013/01/levels-of-review.png
HRPP Highlights (continued)

- Does your project require HRPP/IRB Review?
  - If unsure, contact John Jay HRPP Coordinator for a Human Subject Research Determination. (jj-irb@jjay.cuny.edu, 212-237-8961)

- If your project is subject to HRPP/IRB Review (exempt, expedited, full board):
  - Create your application in IDEATE: https://ideate.cuny.edu/home/
  - Complete the required CITI training in Human Subjects Research and Responsible Conduct of Research: https://www.citiprogram.org/
  - Review CUNY policies and procedures: http://www.cuny.edu/research/compliance/human-subjects-research-1.html
  - Schedule a consultation with the John Jay HRPP Coordinator
HRPP Resources

- John Jay HRPP Coordinator: jj-irb@jjay.cuny.edu, (212)237–8961

- Lynda Mules, Research Compliance Senior Analyst lmules@jjay.cuny.edu, (212) 237–8914; 601 BMW

- CUNY HRPP website: http://www.cuny.edu/research/compliance/human-subjects-research-1.html

- John Jay HRPP website: http://www.jjay.cuny.edu/research-compliance
Thank you!

- Important Links to the PSC–CUNY Award Program Information:
  - PSC–CUNY Research Award Program Proposal System: [https://www.rfcuny.org/gp/welcome.aspx](https://www.rfcuny.org/gp/welcome.aspx)

- Questions: Contact OSP at (212)–237–8448 or SponsoredPrograms@jjay.cuny.edu
RF Program Contacts

Contact PSC–CUNY Program @ 212–417–8464.

PSC–CUNY Research Award Program Staff

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