



TO: Full-time Tenured or Tenure-track Faculty Members  
DATE: April 9, 2013  
FROM: Vita C. Rabinowitz  
Provost and Vice President for Academic Affairs  
RE: The George N. Shuster Faculty Fellowship Fund

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### PROGRAM OVERVIEW

This program provides support for current research, scholarly writing, or creative work. Funds may be used for independent projects or regarded as seed money or a pilot grant for a larger project.

### ELIGIBILITY

All full-time tenured or tenure-track members of the faculty are eligible to apply. You may apply for this grant and for a PSC-CUNY grant in the same academic year, but if you are awarded both, you may accept only one of them.

### FUNDING AND DURATION

It is anticipated that a total of \$20,000 will be awarded this year. You may request up to \$2,500, but typical grant awards will range from \$1,000 to \$2,000 for a period of up to one year. Grant-funded projects may begin in summer, 2013, but no later than spring 2014. Award funds will be available on July 1 or September 1, depending on the start date of the project. Funds may be requested for activities related to your research or your scholarly or creative work. Requests for released time, travel, or computers are not permissible. Awards are given for work that has yet to be done, and not as compensation for costs already incurred.

### THE PROPOSAL

In addition to the required forms, the proposal must include:

1. A project description not to exceed four pages, indicating anticipated outcomes, such as type and nature of publications, including a timetable;
2. A copy of the cover sheet of the PSC-CUNY Faculty Research Award application, if the applicant has submitted one during the 2012-2013 academic year.

## FORMS

Forms are available from the Hunter College Office of Research Administration, Room E1424, 68<sup>th</sup> Street Campus (212)772-4020, or in Microsoft Word or Adobe Acrobat PDF form through the website: <http://research.hunter.cuny.edu>. Forms include:

- A cover page
- A budget form on which the applicant will itemize and explain the budget
- A form for current and pending support
- A one-page curriculum vitae.

## SUBMISSION OF PROPOSAL

The application must be legible and the font size must be no smaller than 10 point. (Figures, charts, tables, figure legends, and footnotes may be smaller in size but must be clear and legible).

**Proposals, in PDF format, are due by midnight, Friday, May 3, 2013, at:**

[research@hunter.cuny.edu](mailto:research@hunter.cuny.edu) **AND** a hard copy of the proposal should also be sent to:

**Hunter College of CUNY  
Office of Research Administration  
East Building, Room E 1425  
68<sup>th</sup> Street and Lexington Avenue  
New York, NY 10065  
(212) 772- 4020**

## REVIEW PROCESS

The Shuster Grants Review Committee is appointed by the Provost for a period of one year. The Committee will make recommendations to the Provost.

## ACKNOWLEDGMENT OF GRANT ON PUBLICATIONS

Publications resulting from grants from the Shuster Fund should contain the following acknowledgment of support:

*This project was supported (in part) by an award from the George N. Shuster Faculty Fellowship Fund at Hunter College of the City University of New York.*

## OTHER RECOGNITION

We are interested in how your work develops beyond the scope of the grant, and ask that award winners inform us of any external funding, publication, and of other forms of support and recognition that they receive. Please send a reprint of any articles or other publications to the Office of Research Administration (ORA).

## FINAL REPORT

Awardees are expected to submit a final report on the project to the ORA by June 30, 2014.