Track 1: Collaborative Pedagogical Research Guidelines

Round 13 Submission Deadline: **Friday, April 1, 2016 at 5pm**

**Track 1: Pedagogical Research Program Goals**

In past years the CUNY Community College Collaborative Incentive Research Grant (C³IRG) program has provided faculty with grants to fund research in a wide variety of areas. The C³IRG program is now being replaced with the Community College Research Grant program. Funds from this program will support faculty research at CUNY community colleges through two distinct tracks. Track 1 of the program supports for pedagogical research. Track 2 supports faculty and students who participate in mentored research experiences.

The Community College Research Grant program supports the collaborative pedagogical research efforts of CUNY community college faculty. The program seeks to leverage faculty expertise to promote student success. The primary goal is to seed research that will lead to externally funded grant proposals and scholarly publications.

Pedagogical research focuses on the teaching and learning process. This research is often most useful when it assesses current teaching methods and techniques, seeks to uncover the ways in which students learn, and validates good practices.

All proposals must be structured to reflect the engagement of at least two investigators (see eligibility rules below). In addition, faculty members are encouraged to provide opportunities for CUNY undergraduate students to participate in their research activities.

In 2016, we anticipate awarding 5-6 Collaborative Pedagogical Research grants with budgets not exceeding $15,000.

**Eligibility**

- Only tenured or tenure-track faculty employed by CUNY community colleges are eligible to be PIs. Research faculty, lecturers, adjunct faculty, and full-time Higher Education Officers are not eligible.
- Proposals must involve collaboration between two or more faculty members. The collaboration may be between faculty at the same community college, or between faculty from different CUNY colleges. If the collaboration is with a faculty member from a 4-year college, no funding may be allocated directly to the senior college faculty member through this program.
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- Faculty, who have received an award in the previous two rounds of the CUNY Community College Collaborative Incentive Research Grant program (C³IRG rounds 11 and 12), are ineligible to apply in the current round of the Collaborative Pedagogical Research Grant program. Faculty may apply for the Collaborative Pedagogical Research Grant track and the Mentored Undergraduate Research Grant in the same year.
- All proposals must be based on researchable questions or hypotheses. Web or media development, workshops, book authorship, or similar types of initiatives are ineligible.
- The Institutional Review Board (IRB) must approve research involving human subjects prior to the release of any funds. Without IRB approval, Community College Research Grant funding will not be allocated for any human subjects research. For more information about IRB and human subjects research, visit [http://www.cuny.edu/research/compliance/human-subjects-research-1.html](http://www.cuny.edu/research/compliance/human-subjects-research-1.html)
- All awardees must submit a one-page summary report at the end of the funding period. Future eligibility for participation in this and other internal funding programs offered through the CUNY Research Office is contingent on the submission of a post-award report.

Proposal Development and Structure
The proposal consists of a project summary, a proposal narrative, a budget, and a signature page. Templates may be downloaded here: [http://www.cuny.edu/research/faculty-resources/internal-funding-programs/community-college-grant.html](http://www.cuny.edu/research/faculty-resources/internal-funding-programs/community-college-grant.html)

Narrative Section
The proposal includes a title page (with abstract) and a 5-page narrative (excluding references).

The narrative section of your proposal should include the following headings:
Research Question – Briefly describe your research question or hypothesis. Contextualize your project idea within the relevant literature.

Research Methods – Describe your implementation strategy. How will you answer your research question or test your hypothesis? What methods will you employ and what data will you collect? Provide references to the relevant literature when using established methods. Include preliminary data if applicable, although this is not essential.

Assessment – Describe formative and/or summative assessment strategies to measure research outcomes and the effectiveness of your experimental design. Also explain how you will gauge student success. A good example of an introductory guideline for assessment strategies can be found here: [http://www.nsf.gov/pubs/2002/nsf02057/start.htm](http://www.nsf.gov/pubs/2002/nsf02057/start.htm)
Next Steps – Describe in a paragraph how you plan to leverage your anticipated research success.

In addition to the proposal narrative, applicants must submit a one-year itemized budget (up to $15,000), a budget justification, a 2-page curriculum vitae (NSF biosketch format), and a list of current and pending funding.

Budget & Budget Justification
Budgets of up to $15,000 will be considered. The awards will be disbursed as tax levy funds and must be spent during the September 1, 2016 – June 30, 2017 funding period. Funds may be used for research assistants or for other than personnel services (OTPS), e.g. research supplies, equipment, travel, and field expenses.

Funds may also be requested for summer salary or to reduce teaching load, with approval from senior campus administration.

The budget justification should detail the distribution of resources among the investigators. The role of each investigator on the project should be clearly stated. Faculty who function solely as consultants or in an advisory capacity are not eligible to be named as co-PIs.

PIs should make every effort to hire community college students as research assistants. All student research assistants funded by Community College Research Grant awards must complete Responsible Conduct of Research (RCR) training in compliance with federal requirements. For further information, see the CUNY Research Compliance webpage: http://www.cuny.edu/research/compliance/training-education/citi-training.html.

Funding levels for successful proposals will depend on the budget request, the Committee’s view of budgetary need, and the ranking of the proposal. In all instances, funding is subject to the availability of funds and budgetary approvals.

Submission Guidelines
Complete proposals must be submitted via the online proposal submission form, which can be accessed through the following link: http://ybephbsyus.formstack.com/forms/ccrg_proposal
Proposal Package
The proposal summary, signature page, project narrative, references, budget, budget justification, 2-page CV/biosketch, and current/pending grant information must be converted into a single PDF for submission via the online system (link provided above).

Name the proposal file as follows:
File name: CPRG_2016_LastNameOfLeadPI_proposal.pdf

Submission Timetable
Complete submissions must be uploaded no later than 5:00 PM on Friday, April 1, 2016. Award announcements will be made no later than September 2016.

Proposal Evaluation
Each proposal will be evaluated by a committee comprised of CUNY faculty and outside experts. Proposals will be evaluated on the basis of their technical merit, feasibility, and external funding potential. Reviewers will assess scholarly achievement including the faculty member’s publication record and history of external funding. Junior faculty will be judged based on the promise of their research programs.

The reviewers will rank the proposals according to the following numerical values:
1 – excellent
2 – very good
3 – good
4 – fair
5 – poor

The final awards will be decided by the Community College Research Grant Committee, and will be based on the numerical rankings and reviewer comments.

Please direct any inquiries to:
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