

**RESEARCH AND SPONSORED PROGRAMS OFFICE**  
**STATE UNIVERSITY OF NEW YORK COLLEGE AT CORTLAND**  
**Faculty Research Program (2023-2024)**

**INTRODUCTION**

The Research and Sponsored Programs Office (RSPO) has prepared the following guidelines for the 2023-2024 Faculty Research Program (FRP). Awards of up to \$3,000 are available for successful applicants to engage in research in their fields. This is a competitive program and the number of awards given is dependent on available funding. For the 2023-2024 funding year, it is anticipated that at least 15 awards will be available. Any research project will be considered eligible for review, as long as the proposal meets the eligibility criteria, deadlines and the intent of the FRP. Applicants should apply to the Program that fits most closely to their discipline or field of inquiry (Natural and Mathematical Sciences; Social Sciences; Humanities, Arts and Performing Arts) and submit only one application to the relevant Program. Please contact Dominick Fantacone in RSPO (ext. 2511), [RSPO@cutland.edu](mailto:RSPO@cutland.edu) or a College Research Committee (CRC) member representing your discipline with any questions. (See Page 6 of these guidelines for a list of current CRC members.)

**A. GENERAL OVERVIEW**

For the purposes of this program, research is broadly defined as a two-step inquiry that includes the identification of a subject, problem or question related to a specific discipline or field of inquiry; and an investigation of the identified subject, problem or question using methods appropriate to that discipline or field of inquiry. Effective proposals describe both steps in this process such that a reviewer readily understands the scholarly value of completing the research.

The CRC serves as the peer review body for this competition. CRC members recognize that accepted models of research differ across and within academic disciplines and fields, including interdisciplinary models. The proposed research must be disciplinary or field specific and the research design and methodology must be related to a specific discipline or field.

These guidelines are designed to provide a consistent process leading to fair award decisions. The CRC welcomes proposals that include the nature of the problem to be studied, some background to the project, a specific work plan and expected project outcomes. Proposals should enable CRC members and others to appreciate the value of completing the research using the proposed research methodology.

**B. APPLICATION AND ELIGIBILITY REQUIREMENTS**

Applications will be accepted from full-time, tenure track teaching faculty or professional staff. New faculty members are especially encouraged to apply. Applications must be submitted to RSPO using the [FRP 2023-2024 Application](#) link by **February 21, 2023, 5:00p.m.** Awards will be for the period July 1, 2023 through June 30, 2024.

**C. PROGRAM DESCRIPTION**

Firsthand involvement in current problems and methods of inquiry benefits all students, particularly those planning to attend graduate school. The FRP provides funding for new and continuing projects that may lead to future external funding, a published paper and/or have broader impacts on the campus community. Awards may be used for personal compensation and/or research support. Personal compensation is payable only during the summer. The fringe benefit rate is noted on the application.

## **D. INELIGIBLE PROJECTS**

The CRC will not approve an FRP application for:

- ⇒ Projects that are not fundamentally acts of inquiry.
- ⇒ Textbook preparation.
- ⇒ Course work or curriculum development.

## **E. THE 2023-2024 FRP APPLICATION**

### **1. Submission Instructions**

Please submit only one application appropriate for your discipline: FRP for Natural and Mathematical Science, Social Sciences, or FRP for projects in the Humanities, Arts, and Performing Arts. The CRC reserves the right to decline to review an application that is incomplete, late or that fails to respond to a required application element. For assistance in preparing an application or budget, contact Dominick Fantacone in RSPO, at x2511, RSPO@cortland.edu. RSPO can also assist faculty in trying to match a first-time applicant with a previous award recipient, if desired.

### **2. Required Application Elements**

Submit all of the following information:

- a. Completed SUNY Cortland 2023-2024 Faculty Research Program (FRP) Application.
- b. Completed SUNY Cortland 2023-2024 FRP Budget Page.
- c. Completed Application Agreement between 2023-2024 Faculty Research Program Applicant and the State University of New York College at Cortland College Research Committee.
- d. SUNY Cortland 2023-2024 FRP Application checklist.
- e. Abstract: A 200-word summary of the project in terms understandable to an informed layperson. Please include the following optional signed statement at the bottom of the abstract: “If this proposal results in an award, I hereby authorize the State University of New York College at Cortland to release this abstract for college publicity and/or educational purposes.”
- f. Curriculum Vitae (2 page maximum).
- g. Narrative (See FRP Narrative on Page 3 below): Divide your two- to three-page narrative into six sections with these headings:
  - 1) Specific research question, problem or subject.
  - 2) Significance of the project.
  - 3) Literature and background.
  - 4) Research design and methods.
  - 5) Broader impacts.
  - 6) Dissemination and potential for future funding.
- h. References cited page (listing complete citations only for references cited in the narrative text).
- i. All other applicable attachments specified on the 2023-2024 FRP Application checklist.

### 3. FRP Narrative

In section 1) the applicant should present a clear statement of the research to be investigated. In section 2) discuss the significance of the proposed work in relation to the investigator's discipline or to general knowledge. Section 3) typically clarifies this by stating how the research complements or extends the existing literature or practice in an area and includes appropriate background information to provide context and understanding. Any previous, related work by the applicant should be explained here.

Section 4) should discuss the elements, criteria, variables, dimensions, or parameters of the problem that will be investigated, analyzed, interpreted, manipulated, or evaluated. This information serves to clarify the aspects of the project the author believes to be important and to tie the research to the specific procedures and methods to be used. The investigator's research design and methods must be appropriate to the discipline and include the procedure for collecting and interpreting data and information. A timetable of proposed activities should be included as well as specific details of the analyses. CRC members agree that proposals with poor methods or poorly described methods are less competitive and less likely to be funded.

Section 5) should describe the potential broader impacts of the project on SUNY Cortland. The potential impacts of the project may include but are not limited to: a) involving students in the research process; b) securing external funding to support continuing research; and c) strengthening the teaching and learning environment.

Section 6) must summarize explicit plans for dissemination or publication of results (e.g., potential journals for submission) and a brief description of the proposed project's potential for future funding, including names of specific funding sources. An important expectation underlying this program is that the proposed activity will form the basis for future fundable research.

Although the narrative section should completely describe the project, applications may include supplementary materials (e.g., manuscripts, images, CDs, or DVDs, definitions), particularly if the proposal includes references to special scales, questionnaires, techniques or jargon that would not be understood by someone outside the field.

## F. FRP PROPOSAL REVIEW

The CRC will evaluate each FRP proposal. During its proposal review period the CRC may consult guest reviewers in the field of the proposal. The following areas will be used for review:

### Intellectual quality of the project

- ⇒ Specific research question, problem, or subject has been clearly stated;
- ⇒ rationale is clear and persuasive;
- ⇒ the project draws on sound literature review with appropriate references;
- ⇒ the significance of the project is clear.

### Quality of the project design

- ⇒ activities are well planned and described in adequate detail;
- ⇒ design of the project permits clear outcomes, conclusions or relationships;
- ⇒ clear description of the methods, criteria, variables, focus or arguments used;
- ⇒ an adequate method for evaluation of results or conclusions;
- ⇒ description of appropriate data analysis or interpretive evaluations;
- ⇒ personnel are qualified to carry out their proposed responsibilities;
- ⇒ the project budget is reasonable for the work proposed.

### Broader impacts

- ⇒ the project has the potential to have broader impacts on campus (for example, involving students in the research process, increasing the external funding received by the faculty member, and/or strengthening the faculty member's contributions to the teaching and learning environment);
- ⇒ the project's impact will extend beyond the period of the grant.

## G. AWARD ADMINISTRATION

### 1. Allowable Project Costs

All FRP expenditures must adhere to State law and regulations and other applicable directives. Research Foundation accounts hold to similar procedures. Successful applicants will receive an award notice explaining the terms and conditions of their award, including the permissible period of performance for expending award funds. Any significant changes in the approved budget require prior approval from RSPO. To explain the most common regulations, attention is called to the following categories:

- a. Personal compensation to faculty FRP awardees is payable only during the summer months. All funding for scholarly study or research by faculty members, graduate students and undergraduate students is administered by the Research Foundation in conjunction with SUNY academic programs. Note that all personal compensation payments are subject to a fringe benefits rate (found [here](#)) and to withholding taxes.
- b. **Student Employees:** Undergraduate students hired under any 2023-2024 FRP award will be paid no less than \$14.90 per hour. Graduate students hired under any 2023-2024 FRP award will be paid no less than \$15.50 per hour. Fringe benefits rates apply (found [here](#)). Time sheets must be submitted to RSPO.
- c. **Consultant Services:** Consultants can only be hired using Research Foundation guidelines and payment must be authorized by RSPO.
- d. **Materials and Supplies:** All commitments for goods and services must be made by RSPO to avoid individual liability. Funds are not approved for items which the College normally or reasonably would supply (e.g., paper clips, envelopes, etc.).
- e. **Travel:** Travel reimbursement must satisfy Research Foundation regulations and will be approved only for travel that is clearly and directly related to and necessary for the research enterprise itself (as opposed, for example, to the dissemination of findings). Awardees are responsible for securing travel authorization in accordance with standard SUNY Cortland policies.

### 2. Reporting Requirements

FRP award recipients must submit a final report to RSPO using the 2023-2024 Faculty Research Program Report Form describing submitted and published publications, draft or final external proposals and other relevant materials resulting from the award (or absence thereof) 30 days after the end date of their award (i.e., generally by July 30th, 2024).

### 3. Budget Revisions

Investigators are required to obtain prior written approval from RSPO for any budget revision that falls outside of the approved scope of the project. This includes proposed expenditures prior to the start date of the period of performance. Other budget revisions are at the discretion of the investigator.

## H. FREQUENTLY ASKED QUESTIONS

*Can I get help if something in the guidelines is unclear?*

If you have questions, contact the CRC member representing your discipline or Dominick Fantacone in RSPO (ext. 2511), [RSPO@cortland.edu](mailto:RSPO@cortland.edu). See Page 6 for a list of current CRC members.

*I have previously received an FRP. Can I apply for a 2023-2024 FRP award?*

Yes, as long as you are eligible. It is not uncommon for a faculty member to receive multiple FRP awards based upon different research questions. The CRC considers past performance as an evaluation criterion and adheres to the philosophy that awards are not intended for continued funding of ongoing research projects.

*How many applications can I submit?*

An eligible individual may submit one FRP application in any given year.

*How much should I ask for?*

Because of the limited funds available for this program, investigators are encouraged to apply for funding within the parameters established in these guidelines. FRP awards are generally between \$1,000 and \$3,000.

The project design should reflect the relationship of funding available and what research efforts those funds can reasonably support.

*Will I be contacted if something is missing from my application?*

The CRC cannot guarantee that you will be contacted if your application package is incomplete. The CRC reserves the right to reject an incomplete or late application or an application that fails to respond to a required element of any section of the application packet.

*What are some of the most frequently missed items in the application package?*

Some applicants do not carefully address the potential broader impacts of their projects. Some people forget to attach curriculum vitae and/or fail to complete citations for references cited in the narrative text.

*How do I receive personal compensation?*

Investigators should contact RSPO at x2511 to complete necessary forms several weeks prior to when they expect to receive their payment. Personal compensation is only paid during the summer months.

*Are there successful applications I can look at?*

Yes. RSPO maintains sample copies of successful applications approved for distribution by prior award recipients.

**I. 2025-2026 SUNY CORTLAND COLLEGE RESEARCH COMMITTEE MEMBERS**

The Faculty Senate appoints faculty members to the College Research Committee giving due consideration to the major responsibilities of committee members for reviewing proposals and recommending College policy regarding research. CRC members have been successful at obtaining funding for their own research and/or have had experience reviewing proposals for an agency outside of the College (see the online edition of the SUNY Cortland College Handbook at <http://www2.cortland.edu/offices/publications/handbook/part-one/#chapter150> and scroll down to Chapter 150.03, Article VII, Section D). All academic areas of the College are represented equally including: Education (E); Fine Arts and Humanities (FAH); Health, Physical Education and Recreation (HPER); Library (L); Mathematics and Science (MS); Professional Staff (PS); and Social and Behavioral Sciences (SBS). CRC members serve three-year staggered terms and elect a chair for a one-year term. Current Faculty Research and Sponsored Programs Ex-officio CRC member without vote. The CRC also serves as the campus peer review body for limited proposal submissions.

<u>Member</u>	<u>Department</u>	<u>Area</u>	<u>Email address</u>	<u>Ext.</u>
Morgan Tjoedje	Childhood / Early Childhood Education	E	morgan.tjoedje@cortland.edu	4631
Ryan Vooris	Sports Management	SPMG	ryan.vooris@cortland.edu	2191
Kevin Sheets	History	HIS	kevin.sheets@cortland.edu	2060
Fred Klemm	Research and Sponsored Programs	--	fred.klemm@cortland.edu	2511
Jane Yopi	Library	L	jane.yopi@cortland.edu	4: ; ;
Stuart Daman	Institutional Research and Analysis	--	stuart.daman@cortland.edu	2332
Andrea Harbin	English	E	andrea.harbin@cortland.edu	2073
Ejtkerjgt Dcfwtgm	I gqj tcr j {	GEO	ejtkerjgt@dcfwtgm.edu	4107
Andrea Davalos*	Biological Sciences	BIO	<a href="mailto:mariaandrea.davalos@cortland.edu">mariaandrea.davalos@cortland.edu</a>	2709

\*CRC Chair, 2023-2024  
 \*\*\*Ex-officio without vote