SUNY Geneseo
2014-15 Year
Proposal Writing Support Award

(Rev. 08/6/14)

Guidelines

The intent of SUNY Geneseo's Proposal Writing Support Award is to provide full-time faculty members with time or other support to write major proposals for submission to external funding agencies. Faculty members may request support for the writing of either:

1. New proposals, or
2. Significant revisions of previously submitted proposals

Support will be considered for major proposals in all academic fields and for a variety of initiatives (e.g. fellowships, research grants, educational grants). A "major" proposal is defined as one requesting a total of $15,000 or more in support from the sponsor.

Applicants may request one of the following Support Options:

1. A course release
2. $2,500 for faculty summer salary
3. $3,750 towards any combination of student research assistant(s), travel support for conferences or research, or research equipment, supplies, software, or services

Please consider the appropriate sponsor deadline(s) if you are requesting a course release.

Unless there are extenuating circumstances, proposals must be submitted within one year of the end of the semester or summer in which the award is used. Failure to comply with this requirement will disqualify you from future Proposal Writing Support Awards.

Directions

Please complete the application form and attach a 3-5 page single-spaced proposal which should include:

1. A description of the proposed project
2. Staffing requirements (who would be involved and an estimated amount of effort per year for each person involved)
3. Information on student impact, as applicable
4. A statement of broader impact/benefits to the College
5. If applicable, a list of previous external proposal submissions and awards for which you were the project director/principal investigator or co-project director/co-principal investigator (please include the proposal title, sponsor/program name, number of years of support requested, total dollar amount requested/awarded, date of submission, and award date, if applicable)
6. For significant revisions to a previously submitted proposal, please provide details about the extent of modifications required to address reviewers comments and justification for the need for support for the resubmission
7. If you are requesting funds for Support Option 3, above, please provide a budget

Please submit **only the original signed application with attached proposal** to the Office of Sponsored Research, Erwin 202 by 4:00 PM on the deadline date.

The next deadlines are September 5, 2014 and January 16, 2015 (NOTE THAT THIS DEADLINE IS BEFORE SPRING CLASSES BEGIN).

Application for a SUNY Geneseo Proposal Writing Support Award

(Rev. 08/6/14)

Applicant's Name	**Department**

Email Address and Phone Number	**Support is Requested for**
	☐**Course Release for:_____semester** ☐**$2,500 for faculty summer salary** ☐**$3,750 for other forms of support (see option 3 in guidelines)**

Title of Project

Name of the Proposed Sponsoring Agency	**Specific Program Name, if applicable**
Sponsor Website URL	**Specific Program Website URL, if applicable**
Proposal Deadline(s) (please list all occurring within one year)	
Number of Years of Support to be Requested: ☐**1** ☐**2** ☐**3** ☐**4** ☐**5**	**Maximum Number of Text Pages Allowed for Proposal Narrative Section ONLY:** _____ **Pages**
Please Provide a List of Other Proposal Components (e.g., References/Bibilography, Budget, Budget Narrative, Facilities and Resources Statement, CV/Biosketch, etc.):	

If you are considering more than one sponsor or program, please provide the above information for each of the others in your attached proposal.

Department Chair or Dean's Signature	
The applicant has discussed this application and its potential impact upon the department with me.	
Signature	**Date**

Applicant's Signature	
Signature	**Date**

Please submit ONLY the original signed application with attached proposal to the Office of Sponsored Research, Erwin 202, by 4:00 PM on the deadline date.