Office of Grants & Research Administration Newsletter

Fall 2024 | Number 3

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> "Research is formalized curiosity. It is poking and prying with a purpose."
>
> *-Zora Neale Hurston*

Office of Grants & Research Administration (OGRA) Staff:

Kelba Sosa, Ed.D, MPA Director
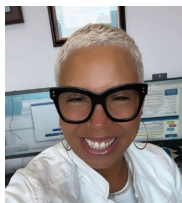
Amanda Howard, MPA Associate Director

Greetings

The Office of Grants & Research Administration welcomes you back to another academic year at Hostos Community College! Our Fall 2024 newsletter will be highlighting our upcoming workshops. It also brings news of major initiatives in the Office of Grants & Research administration.

The Grants & Research Administration has a special responsibility to help shed light on the extraordinary impact of grantsmanship, particularly on collaboration. Combining talents of various faculty members who had not in the past worked together, can lead to funding!

Office News

We would like to welcome Dr. Sarah Hoiland as the Office of Academic Affairs and Grants Office Faculty Liaison! Dr. Hoiland will provide grant and fellowship writing support to Hostos faculty who are interested in applying for grants and fellowships for the first time and/or for faculty that have received internal grants such as PSC-CUNY but plan to apply for external grants and fellowships through a series of structured workshops in the Fall and Spring semesters. As liaison, Dr. Hoiland will also work to support existing PIs and coPIs. She will team up with the Grants Office to support their initiatives to provide technical support from idea to submission.

Research Compliance Alert

Did you know that all faculty and staff involved in research must complete the online CITI training in Responsible Conduct of Research and Conflict of Training.

Further info: https://tinyurl.com/3de99wsz

Note that these certificates **must be on file** with OGRA for any proposals submitted (including the PSC-CUNY research awards).

Updates to Independent Contractors and Memorandums of Understanding (ICAs and MOUs)

There are important updates to ICAs and MOUs due to the NYS Freelance Isn't Free Act (FIFA):

• ICAs and MOUs must specify the **rate** of pay (hourly, daily, monthly, etc., based on payment or deliverable schedule or based on frequency of invoice submission)

• ICAs and MOUs must include the **method** of payment, and payment **date**

• It will violate FIFA to require an independent contractor to start work on a project without having been given a copy of the required written contract.
  • Please refer to the updated RF page: https://tinyurl.com/4etk55zw

RFCUNY/ Hostos CC Representatives:

For benefits (health insurance, etc.) related questions:
Tricia Abarro
212-417-8631

For questions regarding your paycheck:
Eusmeiry Bellow,
Eusmeiry_Bellow@rfcuny.org

Inquiries on Payment System (P-Card)
Purchase_card@rfcuny.org

RESEARCH FOUNDATION CUNY

Funding Opportunities

Junior Faculty Research Award in Science and Engineering (JFRASE)

The NSF CAREER program is funding 5-7 early career faculty (untenured, as of July 23, 2025) in STEM fields. The funds will be used to develop research projects that have significant scientific, economic and societal impact. This award package requires full participation in the 2025 ASRC NSF CAREER Bootcamp. Find additional details here: https://tinyurl.com/36vkpccp.

FUNDING: One course release for Spring 2025, one month of summer salary for June 2025, and $5000 in other personnel services (research supplies, equipment, travel, and field expenses).

Application deadline is September 25, 2024, 11:59pm EDT
For further information, contact:
Josh Barnes
Administrative Research Coordinator
Joshua.Barnes@cuny.edu

PSC-CUNY

The Grants Proposal System (GPS) will be open for Cycle 56 applications from September 16th, 2024 to December 15th, 2024. Per standard procedure, OGRA will have an internal deadline of December 9th, 2024 to review and approve submitted applications to the program. Please find information about the program here: https://tinyurl.com/yckxbzc8.

Information Sessions hosted by Dr. Sarah Hoiland:
- New Faculty Orientation, TBD on Zoom
- Untenured Faculty Presentation, Friday, 10/18 at 11am on Zoom
- PSC-Proposal Writing Workshop, Friday, 10/25 at 1pm on Zoom
- PSC-Peer Review, Friday 11/22 at 1pm in the FDR
- Drop-in hour, Tuesday 12/3 at 2pm in Grants office and on Zoom

Attendees will be provided with an overview of the PSC-CUNY Research Award Program and topics such as award types, budgets and the electronic proposal submission system will be discussed.

Application deadline is December 15, 2024
For further information on PSC-CUNY, contact:
Alexis Davis
Program Administrator – PSC CUNY
Grants and Contracts
Alexis_Davis@rfcuny.org

PURCHASING EQUIPMENT REMINDERS!
- Single items with a value of $1,000 or more are considered equipment and must be tagged by the Hostos property manager.
- When submitting an order less than $5,000; this form must be sent to the vendor along with a copy of the quote :RF-201 Small Order Form.
- Orders over $5,000 require an RF purchase requisition form. Contact the Grants Office for additional guidance.

RF DASHBOARD

CUNY RF has released a new dashboard tool that will allow for users to easily monitor and analyze information relevant to their projects!

It consolidates data from HR, Payroll, and Award Management.

The tool is only available to users with specific access such as Project staff, PIs, Project Directors, Assistant Grants Officers, and Grants Officers

Check it out here:
https://tinyurl.com/285yru55

Search for Funding Opportunities

GrantForward and PIVOT allow you to search for opportunities and save them in a personal account or profile. New users must use their Hostos Community College email address to register for a free institutional account. By registering for an account, you can save your grant searches and create alerts for new funding opportunities. Once you create your profile, they will suggest funding sources that match your areas of research.

You can manually enter your research areas into your profile or you can upload a CV or list a webpage containing your publications and it will automatically generate a list of recommended funding opportunities. As an added social media-type feature, you can conduct a profile search to find other researchers registered with GrantForward and PIVOT who share similar research interests.

Upcoming Events

1. GrantForward – Exploring grant opportunities

Webinar Details:

• Date: Thursday October 17th

• Time: 12pm – 1pm

• Platform: Zoom link, https://tinyurl.com/4f55d26s

During the webinar, we will cover the following topics:

• Overview of GrantForward and its features

• How to navigate the platform to find relevant grant opportunities

• Tips for optimizing your search and setting up personalized alerts

• Q&A session for any queries you may have

 RSVP to GRANTS@hostos.cuny.edu

2. Pivot-RP – Training for Grants Officers and Administrators

Webinar Details:

• Date: Wednesday, November 6th

• Time: 12pm – 1:30pm

• Platform: Teams, register at this link,

https://tinyurl.com/48duyh8s

During the webinar, we will cover the following topics:

• The Administrator Dashboard that allows for managing users

• Navigating the funding database: searching and tracking funding opportunities

• Advanced funding curation such as creating newsletters and setting up funding widgets

• Q&A session for any queries you may have

Upcoming Events

3. National Science Foundation Application

Principal Investigators, Directors and Coordinators are encouraged to join as John Tsapogas from the Research Foundation presents this informative workshop on the insights and understanding the NSF grant application strategies.

Seminar Details:

• Date: Thursday November 14th

• Time: 1pm – 2pm

• Location: TBD

During the seminar, we will delve into key aspects of the NSF, including:

• Funding opportunities

• Application processes

• Recent updates

Share your Story!

At Hostos, faculty and staff are doing great things! The only problem is, so few of us know about it! Tell us about your latest project so we can highlight it in this newsletter and on the website!

Please visit the Office of Academic Affairs achievements page where faculty can submit their work as well.

https://www.hostos.cuny.edu/Administrative-Offices/Office-of-Academic-Affairs/Scholarly-Achievements

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4. RFCUNY's Office of Award Pre-Proposal Support (APPS) Brown Bag Research Webinars Academic Year 2024-2025:

These webinars happen every Wednesday online at 12pm and will focus on targeted populations (e.g. NSF Research Experiences for Undergraduates); provide broad guidance on solicitations oriented to faculty based on their college (e.g. research and education programs for CUNY community colleges); and provide training on developing common sections of proposals (e.g. program summaries, program descriptions, project evaluations, and budget development for Federal grants).

Remaining webinars for the year will discuss:

• National Endowment for the Arts (NEA) Grants

• Pivot-RP Training for CUNY Grant Seekers

• NSF Grant Programs for CUNY Postdoctoral Researchers

• GrantForward Training for CUNY Grants Officers and other Designated Administrators

• Pivot-RP Training for CUNY Grants Officers and other Designated Administrators

• Writing Competitive Grant Applications Focusing on Project Summaries and Descriptions

• NSF Grants for CUNY Graduate Students

• NSF Grants for CUNY Early Career Researchers

• NSF Undergraduate Research Programs for CUNY Faculty

• Federal Grants for Hispanic Serving Institutions

• NIH Grant Programs for CUNY Postdoctoral Researchers

Descriptions of all webinars can be found here.

Cayuse

This past year, we have been implementing our new grants software, Cayuse. This software will allow you to access all your proposals and awards on one central platform. The platform is user-friendly and will allow for easier grant submission. More details on this software, and training for it, coming soon!