CALL FOR PROPOSALS

Hostos Research Center (HRC)
Committee on Sponsored Programs and Grants (CSPG)

2023 ADELANTE Project
ADvancing Excellence in Liberal Arts, scieNces, Technology and Engineering

Program Solicitation

The **Hostos Research Center (HRC)** and the **Committee on Sponsored Programs and Grants (CSPG)** invite Faculty and Staff to submit **ADELANTE – AD**vancing **E**xcellence in **L**iberal **A**rts, scie**N**ces, **T**echnology and **E**ngineering Project proposals for funding to address research, need-based, and/or creative/transformative interventions in all disciplines including the Arts and Humanities, Behavioral and Social Sciences, and Science, Technology, Engineering and Mathematics (STEM). Each HRC-CSPG – ADELANTE Project awardee will receive up to $10,000 (see below Award Information) to develop their proposal research / intervention(s) and is expected to apply for external funding (i.e., outside of Hostos) during the 2023 – 2024 academic year.

HRC-CSPG's mission is aligned with the College's mission to provide opportunities for intellectual growth, socio-economic mobility and develop the proficiencies needed for lifelong learning and success. Collaborative research including intra- and inter-departmental/division collaboration, and team building initiatives are welcome. ADELANTE Project is aligned with the joined HRC-CSPG's mission to foster a culture of research and grants development, enhance student access to professional experiences, and improve student retention.

Award Information

Anticipated Funding Amount: $124,000

Estimated Number of Awards: Up to 15

Individual Award Amount: Up to $10,000 per award

The HRC-CSPG **ADELANTE Project** supports projects that **Expand Research Opportunities for Faculty and Staff in All Disciplines**; each project's total funding may not exceed $10,000 including $3,000 for at least one Hostos undergraduate research student assistant.

Eligibility Information

Who May Submit Proposals: All faculty and staff are eligible. All faculty who are actively engaged in research and want to mentor undergraduate research students are eligible.

Proposal Deadline: Friday, February 3, 2023, at 11:59 PM. See Proposal Preparation Instructions section outlined below.

Award Notification: Wednesday, March 1, 2023. HRC-CSPG award decision will be communicated to applicants by email.

Administrative Information Session for Awardees: All awardees will be required to attend an information session in early March to learn about the fiscal processes required for implementing the grant, reimbursement procedures for expenses, purchasing, and stipend payment processing.

Project Period: March 15, 2023 – March 14, 2024

Proposal Preparation Instructions

1) **Project Title**
2) **Abstract** – Up to 200-word limit snapshot of the project including rationale, objectives/hypothesis, activities/methodology, expected outcomes.
3) **Project Narrative** | No more than **five pages long** and should include the following sections:
   a) **Rationale for the project** – What is the problem(s) / need(s) the project will address? Any relationship to previous work (your work or others' work)? What is(are) the overarching goal(s)?
   b) **Objectives | Hypothesis** (If research component) – The specific actions and measurable steps needed to achieve the goal(s). If research component, what is the research question you will explore?
   c) **Activities | Methodology** – How will the problem(s) / need(s) be solved? Activities to achieve objectives and goal(s). If research component, the Research Methods to explore the research question/hypothesis.
   d) **Expected Outcomes and Timeline** (e.g., biweekly, month by month) – Keep in mind that this is a one-year project. If you plan to conduct research with human subjects, please include the IRB application process in the timeline.
   e) **Future Plan** – Next steps to take when funds end. Any sustainability plans? Provide potential external funding opportunities.
4) **References** – Provide literature used to craft/back up project narrative.
5) **Research Mentoring Plan** – Describe plan to train the undergraduate research assistant. Special consideration will be given to those projects that include working with Hostos Career Services to provide students with career professional development and transition to employment. Research assistant name is encouraged to be included if already identified.
6) **Budget** – Provide a detailed budget of grant expenses including 1) Personnel (e.g., faculty summer salary up to $3,000, undergraduate research assistant $3,000), and 2) Other Than Personnel Expenses (OTPS; e.g., travel, supplies). Award is all-inclusive. **Release time allocation is not allowed**. **Purchase of laptop/computer equipment is not allowed.** Note that **travel expenses will be paid by reimbursement** to PI/Co-PI.

7) **Budget Justification** – Brief justification of budget items. **Resources** – As you craft your proposal, please confirm that you have access to all resources necessary to develop, implement, and complete the project or allocate the appropriate funds within the scope of the project.

8) **Biosketch** – Two-page long biosketch (NSF-style format).

Proposal Font, Spacing and Margin Requirements (NSF-style format)

The proposal should meet the following requirements:

a) Use one of the following fonts:
   - Arial (not Arial Narrow) at a font size of 10 points or 11 points; or
   - Times New Roman at a font size of 11 points or 12 points.

b) Margins, in all directions, must be at least an inch.

c) Single spaced format.

d) Paper size must be no larger than standard letter paper size (8 1/2 by 11").

Application Template and Submission Portal

Please click here to access the **ADELANTE Project Application Template** and here to submit **ADELANTE Project Award**.

Contacts

CSPG Co-Chairs
      Professor Yoel Rodríguez, Ph.D. | Email: yrodriguez@hostos.cuny.edu
      President Daisy Cocco De Filippis, Ph.D. | Email: president@hostos.cuny.edu

Expectations for Winning Awards

To make meaningful progress on the awarded project proposal research / intervention(s), awardees are expected to apply for external funding opportunity during the 2023 – 2024 academic year. A summary of the project progress, including any dissemination, publication, exhibit, and/or potential funding sources, is to be submitted to HRC-CSPG **on or before Tuesday, April 30, 2024**.