

Office of Grants & Research Administration Newsletter

Spring 2025 | Number 4

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"Research is formalized curiosity. It is poking and prying with a purpose."

-Zora Neale Hurston

Greetings

The Office of Grants & Research Administration welcomes you back to another semester at Hostos Community College! Our Spring 2025 newsletter will be highlighting our upcoming workshops. It also brings news of major initiatives in the Office of Grants & Research administration.

The Office of 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

17 PSC-CUNY applications, totaling over \$80,000, were successfully submitted for Cycle 56 across various departmental disciplines. The submissions included a mix of TRADA, TRADB, and an ENHANCED proposal. Best of luck to all who applied! Award announcements are expected on April 15, 2025. Be sure to check our Fall 2025 Newsletter for details on how to apply for PSC-CUNY Cycle 57, with a December 2025 deadline.

Dr. Kelba Sosa, Director of Grants, successfully secured an additional \$25,000 in funding from the CUNY Office of Research to support the Cayuse implementation project and professional development research initiatives. Hostos Community College was the only community college within CUNY to achieve this accomplishment. Thank you, Kelba, for your outstanding work and dedication!

Dr. Sarah Hoiland will be sending out a Grants Survey soon via email. Be on the lookout for it!

RFCUNY/ Hostos CC Representatives:

*For benefits (health insurance, etc.)
related questions:*

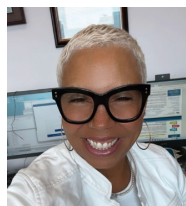
Tricia Abarro
212-417-8631

*For questions regarding your
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Check out our webpage

From finding funding opportunities to managing your award—faculty, Principal Investigators, and Project Directors have all the information needed at their fingertips.

[Click here to view our webpage!](#)

HIRING STAFF IMPORTANT REMINDER!

If you're hiring staff for RF Projects, you must contact Isabel Diaz before work begins.

RF must verify an employee's I-9 before work commences.

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).

Funding Opportunities

2025 Book Completion Award (BCA)

The CUNY Office of Research invites proposals from faculty working on research projects they are developing into publishable manuscripts:
<https://tinyurl.com/36vkpccp>.

FUNDING: CUNY is awarding 20 awards up to \$7,500. The awards asks for the following materials: 1) A signature page signed by a Grants Officer, 2) A 3-page proposal, 3) A signed contract from a publisher, 4) A 2-page CV. A full description of the opportunity can be found here:
<https://tinyurl.com/y5hdvm29>

Application deadline is March 12th, 2025

For further information, contact:

Ron Nerio

Research Programs Director, CUNY Office of Research
ron.nerio@cuny.edu

Equitable Transformation in STEM Education (ETSE)

The NSF invites proposals for enhancing the quality of STEM education in Hispanic Serving Institutions. The NSF is particularly eager to sponsor programs that increase the recruitment and graduation rates of those pursuing STEM degrees at HSIs. Total funding for the opportunity is \$20,000.

The full posting can be found here: <https://tinyurl.com/2y2f6x4f>

Application deadline is August 27th, 2025

For further information, contact:

Sonja Montas-Hunter
smontash@nsf.gov

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.



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>

Updates to Independent Contractors and Memorandums of Understanding

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>

Upcoming Events

1. 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 and Time: Thursday, March 20, 1– 3 pm
- Location: OAA Conference Room

During the seminar, we will delve into key aspects of the NSF, including: funding opportunities, application processes, and recent updates

2. 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:

- 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](#).

3. Writing Group Workshop:

Dr. Sarah Hoiland will be hosting a writing group workshop this Spring. Be on the lookout for more details on this coming soon!

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>

Effort Reporting

The online Fall 2024 faculty and staff effort certification module is now available. After the fact effort certification is a sponsor requirement and must be completed by the PI.

The PI can locate the Fall 2024 released time effort certification (labeled [Effort Reporting](#)) module under *Electronic Tools* on the RFCUNY homepage www.rfcuny.org (three-digit ID required to login). Detailed instructions can be found under the help icon located on the right-hand corner of the module.

For questions related to released time effort certification, please contact Algirdas Skukauskas at Algirdas_Skukauskas@rfcuny.org or Tatyana Gun at Tatyana_Gun@rfcuny.org.

Research Day

The Office of Grants and Research Administration with the Senate Grants Committee invites you to participate in Research Day 2025. During this event, faculty and students will present their research projects. We are currently accepting proposals for presentations! Please find the Proposal Form here: <https://forms.gle/uLPhXULAR38osxND6>

Submit proposals no later than: May 1, 2025

Research Day Details:

- Date: May 7, 2025
- Time: 9am – 12pm
- Location: Room C-391

For more information, please contact Kelba Sosa in the Grants Office at KSOSA@HOSTOS.CUNY.EDU

Cayuse Update

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. We have now received training on this software in the Grants Office. CUNY Central plans to roll Cayuse out this Spring. More details soon!



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.