CALL FOR PROPOSALS

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

2022 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 will receive $10,000 or $5,000 (see below Award Information) to develop and/submit a grant proposal.

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: $80,000

Estimated Number of Awards: 10

Individual Award Amount: **Track 1** | Up to $10,000 per award with a maximum of 6 awards.

Track 2 | Up to $5,000 per award with a maximum of 4 awards.

The HRC-CSPG **ADELANTE Project** supports two types of projects:

- **Track 1 | Expand Research Opportunities for Faculty and Staff in All Disciplines**; projects total funding may not exceed $10,000.
- **Track 2 | Expand Undergraduate Research Opportunities Based on Faculty Expertise**; projects total funding may not exceed $5,000. Awards for Track 2 will include an additional $3,000 for one Hostos undergraduate research student assistant. Metro Cards will also be provided to all research student assistants.

Eligibility Information

Who May Submit Proposals:

Track 1 | All faculty and staff are eligible.

Track 2 | All faculty who are actively engaged in research and want to mentor undergradduate research students are eligible.

Proposal Deadline: Monday, January 31, 2022, at 11:59 PM. See Proposal Preparation Instructions section outlined below.

Award Notification: February 15, 2022. HRC-CSPG award decision will be communicated to applicants by email.

Proposal Preparation Instructions

Track 1 | Expand Research Opportunities for Faculty and Staff in All Disciplines

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 six-month project.
   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) **Budget** – Provide a detailed budget of grant expenses including 1) Personnel (e.g., faculty summer salary up to $3,000, undergraduate research assistant up to $3,000), and 2) Other Than Personnel Expenses (OTPS; e.g., travel, supplies). Award is all-inclusive. **Release time allocation is not allowed**.
6) **Budget Justification** – Brief justification of budget items.
7) **Biosketch** – Two-page long biosketch (NSF-style format).

Track 2 | Expand Undergraduate Research Opportunities Based on Faculty Expertise

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 **three 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 Outcome and Timeline** (e.g., biweekly, month by month) – Keep in mind that this is a six-month project.
    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 project narrative.
5) **Research Mentoring Plan** – Describe plan to train the undergraduate research assistant. Special consideration will be given to those projects that include to work 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), and 2) Other Than Personnel Expenses (OTPS; e.g., travel, supplies). Award is all-inclusive. **Release time allocation is not allowed**.
7) **Budget Justification** – Brief justification of budget items.
8) **Biosketch** – Two-page long biosketch (NSF 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 **Track 1 | ADELANTE Project Application Template** and here to submit **Track 1 | ADELANTE Project Award**.

Please click here to access the **Track 2 | ADELANTE Project Application Template** and here to submit **Track 2 | 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 submit an application for external funding opportunity during the 2022 – 2023 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 Friday, September 16, 2022**.