



RESEARCH CENTER &  
COMMITTEE ON SPONSORED  
PROGRAMS AND GRANTS

## CALL FOR PROPOSALS

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

**IDEAS Project Development Award**  
Innovating, **D**eveloping and **E**xecuting **A**ctions with **S**uccess

### Program Solicitation

The **Hostos Research Center (HRC)** and the **Committee on Sponsored Programs and Grants (CSPG)** invite Faculty and Staff to submit **IDEAS** – Innovating, **D**eveloping and **E**xecuting **A**ctions with **S**uccess Project proposals addressing institutional needs and/or current research questions with potential to be translated and materialized into external funding opportunities.

Each HRC-CSPG – IDEAS Project will receive \$1,000 or \$2,000 (see below Award Information) as a summer 2023 stipend / start-up funding to develop a grant proposal to be submitted to an external funding opportunity. This initiative is aligned with the HRC-CSPG's mission of fostering a sustained institutional grants culture by creating an environment to encourage everyone to apply successfully for grants. Collaborative research including intra- and inter-departmental/division collaboration, and team building initiatives are welcome.

### Award Information

**Anticipated Funding Amount:** \$10,000

**Award Amount:** Individual submission \$1,000 and team submission (i.e., two or more individuals) up to \$2,000.

### Eligibility Information

**Who May Submit Proposals:** Full and part-time faculty and staff are eligible to apply as PI/Co-PIs. Executive staff may participate as Co-PIs but are not eligible for a funding award. Previous IDEAS award recipients are eligible to apply but priority will be given to those who have not applied/received an award in prior rounds.

**Proposal Deadline:** Wednesday, May 31, 2023, at 11:59 PM. See Proposal Preparation Instructions section outlined below.

**Award Notification:** Thursday, June 15, 2023. HRC-CSPG award decision will be communicated to applicants by email.



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### Proposal Preparation Instructions

Proposals should be no more than **two pages long** and should include the following sections:

- 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 **two pages long** and should include the following sections:
  - a) **Rationale for the project** – What is the problem(s) / need(s) you will address? Any relationship to previous work (your work or others' work)? What is(are) the overarching goal(s)?
  - b) **Objectives | Hypothesis** – 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) **Timeline for the work** (e.g., biweekly, month by month) – Keep in mind that this is a short-term project of about 3.5 months.
  - e) **Future Plan** – Identify potential external funding opportunities and programs (e.g., NSF, NIH, NEH, Gates Foundation). Next steps to take when funds end. Provide a brief explanation why the identified funding opportunity is appropriate for the current proposal.
- 4) **References** – Provide literature used to craft/back up project narrative.
- 5) **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 larger; or
  - Times New Roman at a font size of 11 points or larger.
- 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").

### Submission Portal

Please click [here](#) to access the **IDEAS Project Application Template**.

Please click [here](#) to submit **IDEAS Project Development Award**.



## RESEARCH CENTER & COMMITTEE ON SPONSORED PROGRAMS AND GRANTS

### Contacts

CSPG Co-Chairs

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President Daisy Cocco De Filippis, Ph.D. | Email: [president@hostos.cuny.edu](mailto:president@hostos.cuny.edu)

### Expectations for Winning Awards

To make meaningful progress on the development of a grant application based on the awarded project proposal, to be submitted to an external funding source. A summary of the progress of the grant application, including any potential funding sources, is to be submitted to HRC-CSPG **on or before Friday, October 13, 2023**.

Please click [here](#) to access the **abstracts** from the **2021 IDEAS Winning Proposals**.