Round 13 Submission Deadline: **Friday, April 1, 2016 at 5pm**

**Track 2: Mentored Undergraduate Research Program Goals**

In past years the CUNY Community College Collaborative Incentive Research Grant (C³IRG) program has provided faculty with grants to fund research in a wide variety of areas. The C³IRG program is now being replaced with the Community College Research Grant program. Funds from this program will support faculty research at CUNY community colleges through two distinct tracks. Track 1 of the program supports for pedagogical research. Track 2 supports faculty and students who participate in mentored research experiences.

Research by undergraduates is a high impact educational practice, and this program aims to identify and support faculty who can provide outstanding mentored research experiences for students. The Community College Mentored Undergraduate Research Grant program is designed to increase the number of associate degree students who are engaged in faculty mentored research projects.

*Please note: Single or multiple investigator projects are permitted.*

In 2016, we expect to make 15-20 ($7,500) Mentored Undergraduate Research awards with budgets not exceeding $7,500.

**Eligibility**

- Only tenured or tenure-track faculty employed by CUNY community colleges are eligible to be PIs. Research faculty, lecturers, adjunct faculty, and full-time Higher Education Officers are not eligible.
- Only one proposal per faculty member is permitted. Previous C³IRG award winners are eligible for this grant program. Faculty may apply for the Collaborative Pedagogical Research Grant track and the Mentored Undergraduate Research Grant in the same year.
- All proposals must be based on researchable questions or hypotheses. Web or media development, workshops, book authorship, or similar types of initiatives are ineligible.
- The Institutional Review Board (IRB) must approve research involving human subjects prior to the release of any funds. *Without IRB approval, Community College Research Grant funding will not be allocated for any human subjects research.* For more information about IRB and human subjects research, visit [http://www.cuny.edu/research/compliance/human-subjects-research-1.html](http://www.cuny.edu/research/compliance/human-subjects-research-1.html)
Track 2: Mentored Undergraduate Research Guidelines

- All awardees must submit a one-page summary report at the end of the funding period. Future eligibility for participation in this and other internal funding programs is contingent on the submission of a post-award report.

Proposal Development and Structure
The proposal consists of a proposal narrative, a budget and a signature page. Templates may be downloaded here: http://www.cuny.edu/research/faculty-resources/internal-funding-programs/community-college-grant.html

Narrative Section
The proposal must include a project summary, a four-page narrative (excluding references), and a one-page Undergraduate Researcher Mentoring Plan (see details below). Proposals must detail a structured research experience for one undergraduate student.

The narrative section of your proposal should include the following headings:

Research Question – Briefly describe your research question or hypothesis. Contextualize your project idea within the relevant literature.

Research Methods – Describe your implementation strategy. How will you answer your research question or test your hypothesis? What methods will you employ and what data will you collect? Provide references to the relevant literature when using established methods. Include preliminary data if applicable, although this is not necessary. Describe in a paragraph how you plan to leverage your anticipated research success.

Undergraduate Researcher Mentoring Plan - Proposals must include a one-page description of the mentoring activities that will be provided for the student. Some examples of mentoring activities include: training in laboratory safety and responsible conduct of research, career and academic counseling, guidance on improving scientific writing and presentation skills, and the formation of journal clubs. The mentoring plan should be personalized to meet the individual needs of the student who will be participating in the study. If applicable, a recruitment strategy should also be outlined.

All students funded by the Community College Research Grant must complete Responsible Conduct of Research (RCR) training in compliance with federal requirements. For further information, see the CUNY Research Compliance webpage: http://www.cuny.edu/research/compliance/training-education/citi-training.html
Note: students who are currently receiving funds from the CUNY Research Scholars Program are ineligible to receive funds via the Community College Research Grant Mentored Undergraduate Research program.

In addition to the proposal narrative and the undergraduate researcher mentoring plan, applicants must submit a one-year itemized budget (up to $7,500), a budget justification, a 2-page curriculum vitae (NSF biosketch format), and a list of current and pending funding.

Budget & Budget Justification
Grants of $7,500 in Research Foundation funds will be awarded. The budget includes the following:

- $3,000 in summer salary for community college faculty. This can be awarded to a single PI or split among a PI and co-PI(s).
- $1,500 for Other Than Personnel Services (OTPS) including: research supplies, equipment, travel, and field expenses
- $3,000 student training stipend. This is intended as a stipend for one student only.
- The funding period will be September 1, 2016 – August 31, 2017.

Provide a brief budget justification for OTPS funds.

Community College Research Grant funds may NOT be used for faculty course release.

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Submission Guidelines
Complete proposals must be submitted via the online proposal submission form, which can be accessed through the following link: http://ybephbsyus.formstack.com/forms/ccrg_proposal
Proposal Package
The proposal summary, signature page, project narrative, references, undergraduate researcher mentoring plan, budget, budget justification, 2-page CV/biosketch, and current/pending grant information must be converted into a single PDF for submission via the online system (link provided above).

Name the proposal file as follows:
File name: MURG_2016_LastNameOfLeadPI_proposal.pdf

Submission Timetable
Complete submissions must be uploaded no later than 5:00 PM on Friday, April 1, 2016. Award announcement will be made no later than September 2016.

Proposal Evaluation
Mentored Undergraduate Research Grant proposals will be evaluated by a review panel composed of faculty experts drawn from within CUNY and from external institutions. Proposals will be evaluated in part on the basis of the likelihood that the research will continue to evolve and flourish beyond the funding period.

Proposals will be evaluated on the basis of two criteria:
1. Technical quality and feasibility
2. The undergraduate research mentoring plan

The review panel will be asked to look for a demonstrated record of scholarly achievement and promise.

The reviewers will rank the proposals according to the following numerical values:
1 – excellent
2 – very good
3 – good
4 – fair
5 – poor

Please direct any inquiries to:
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