New Faculty Fund
Brooklyn College
Description and Application

Purpose:
The New Faculty Fund provides support for the professional—creative and scholarly rather than pedagogical—activities for tenure-track faculty members in the rank of Assistant or Associate Professor as they move toward tenure.

Activities:
The New Faculty Fund may support some of the following:
- Publication, exhibition, performance, and production costs
- Services for the translation of documents
- Travel to archives, collections, performances, and exhibitions
- Cost of books directly relevant to the research project
- Cost of data sets, surveys, test manuals, and other research instruments
- Research supplies

The New Faculty Fund will not support the following:
- Re-assigned time
- Summer salary
- Computer equipment and other technology
- Research assistants or other individuals paid hourly wages for services
- Projects of indeterminate length
- Honoraria for state employees or others
- Commercial endeavors
- Trips already taken and completed

For funding for re-assigned time and summer salary, please apply to the PSC-CUNY award. For funding for computer equipment, please apply to the Student Technology Fee if your request supports student use of or interaction with technology. For computer equipment for personal professional use, consult with your chairperson. For travel to conferences, please apply for the PSC-CUNY Travel Grants administered by the Office of the Dean for Research and Graduate Studies.

Who Is Eligible:
ALL tenure-track faculty members—in the rank of Assistant or Associate Professors—at Brooklyn College are eligible to apply for funding from the NFF. This includes individuals who are coming up for tenure during the current academic year as well as individuals who have been informed officially they will be tenured as of the following academic year.
Abstract:
Each applicant must submit a one-page abstract that describes the project and its relevance to his or her scholarly or creative development.

Budget:
Grants generally range between $200 and $800. Larger amounts may be considered in special circumstances. All budget requests must include an itemized list of expenditures and other funding sources to which the applicant has applied (please include dates of applications and amounts requested and received). “Living expenses” or “operating costs” are not acceptable budget items; please be as specific as possible and be certain to include any shipping costs, if relevant.

Submission and Deadlines:
Please submit six copies of the application by February 4, 2011 to BOTH 1) the political science department, 3413 James, c/o Caroline Arnold AND 2) e-mail them to newfacultyfund@gmail.com (there are no spaces in newfacultyfund). Be sure to include the cover page (below).

Decisions will be announced quickly in order to ensure that the Fiscal Office's March deadline for purchases and travel can be met; the deadline for awardees' acceptance and spending of funds will therefore, by necessity, also be quick and firm.

Project Period:
All monies must be spent and all services or goods received by June 30, 2011. All travel must also be completed by this date. Projects may extend beyond that date.

Review Process/ Evaluation Criteria:
NFF committee members will review the proposals. Preference will be given to those activities that receive little or no funding from available sources. In the proposal evaluation process, reviewers will consider such factors as

- The importance of the project to the applicant’s scholarly and creative development
- The potential for completion/success
- The scholarly or creative merit of the project
- Other funding sources investigated and applied

Final Report:
Applicants must submit a final report to the NFF committee six months after the receipt of the award.
New Faculty Fund Application
Brooklyn College

Name:

Department:

Rank:

Year of Hire at BC:

Department Address:

Department phone:

Home Address:

Home Phone:

E-mail:

Project Title:

Will you accept partial funding?

Have you applied for other funding? When? For what amount?

List all previous grants received since your appointment at BC:

Please attach an itemized budget and a one-page abstract of your project.