

**PSC-CUNY Research Awards Program**

**PSC-CUNY Grants Proposal System**

**User Manual**

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### **Guide and Program Overview:**

For the academic years 2010-2011, 2011-2012 and 2012-2013, the PSC-CUNY Research Award Program will support three (3) types of awards:

Traditional A Awards: support available up to \$3,500.00

Traditional B Awards: support available from \$3,600.00 to \$6,000.00

Enhanced Awards: support available from \$6,500.00 to \$12,000.00

Applicants that meet the eligibility criteria may apply to only one (1) of the three types of awards (Traditional A, Traditional B or Enhanced) in any award cycle.

All applications must be **created** and **submitted** electronically using the PSC-CUNY Grants Proposal System. This guide provides information on how to access, utilize and maintain the system. It describes:

Creating your User Account (ID)

Updating your User Profile

Creating and submitting an Award Application

Information which is entered into the **My Profile** section and the **Application** section will be used to generate your application in HTML format. Once these sections are completed the information populates automatically and directly into the Award Application page.

Each Application (Traditional A, Traditional B or Enhanced) must contain an attached Proposal (Project Description). Enhanced Awards will require a separate Detailed Budget Justification (1 page). **The cumulative size of all attached files to an application cannot exceed 2 MB !** Attached files may be formatted as .PDF (Adobe), .DOC (Word), .DOCX (Word 2010) or .XLSX (Excel 2010). The Traditional A Application Proposal (Project Description) is limited to three (3) pages. The limit is five (5) pages for Traditional B and Enhanced Applications. Regardless of selected award type, all references must be included within the limit of the Proposal (Project Description).

To access the **PSC-CUNY Grants Proposal System**, please direct your browser to:

<https://www.rfcuny.org/gp/welcome.aspx>

Before accessing the Grants Proposal System, please familiarize yourself with the **PSC-CUNY Research Award Program Guidelines**:

<http://www.rfcuny.org/rfwebsite/research/content.aspx?catID=1200>

It is recommended that all information be read and understood especially the following areas:

**Eligibility Criteria:** <http://www.rfcuny.org/rfwebsite/research/content.aspx?catID=2940>

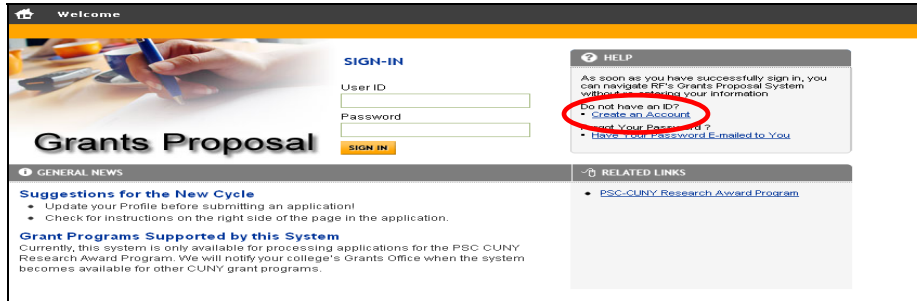
**Application Preparation:** <http://www.rfcuny.org/rfwebsite/research/content.aspx?catID=3030>

**Review Panels:** <http://www.rfcuny.org/rfwebsite/research/content.aspx?catID=2970>

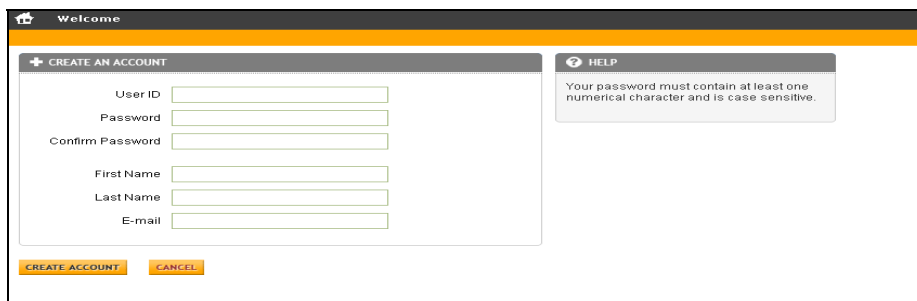
## Creating a New User Account

In order to access the Grants Proposal System, all users must create an account to establish their identity.

**PSC-CUNY Grants Proposal System:**  
<https://www.rfcuny.org/gp/welcome.aspx>

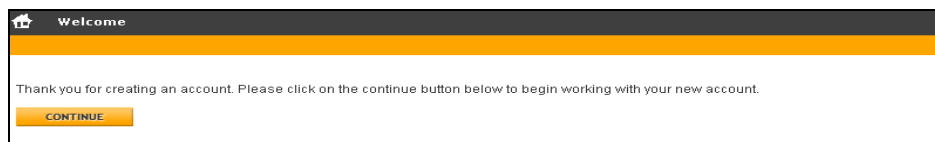


To begin, click the *Create an Account* link located on the system log-in page.



Complete all fields on this screen and click *Create Account*. Selecting *Cancel* will return you to the system log-in page. User IDs may be up to ten (10) alpha-numeric characters long and once created cannot be changed. Passwords must be at least five (5) characters long and must contain at least one number. **User IDs are not case-sensitive. Passwords are case-sensitive.**

***If you attempt to create an ID and receive a notification that the ID already exists, please contact PSC-CUNY for assistance: [PSC\\_CUNY@rfcuny.org](mailto:PSC_CUNY@rfcuny.org)***

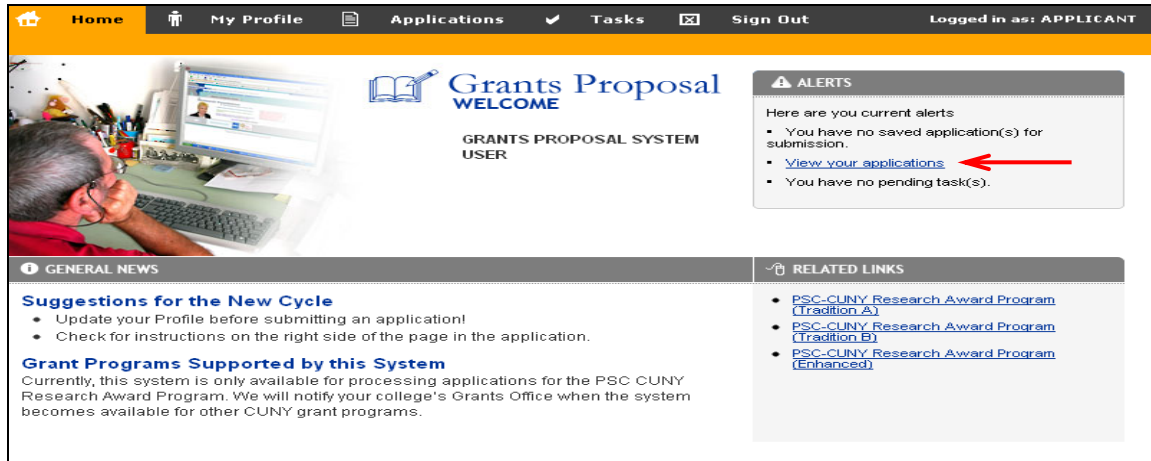


Successful completion will be recognized with a confirmation screen as above.

***If you currently have an account from a previous application, please do not attempt to create another account. If you are unable to locate your User Information, please contact the Program Administrator ([PSC\\_CUNY@rfcuny.org](mailto:PSC_CUNY@rfcuny.org)) for assistance.***

## Updating User Profile

After signing into the system, you will arrive at your home page.



Here you are able to view previous applications and check the status of a task or an application.

Please click on the **My Profile** tab. The **My Profile** tab will be highlighted in orange when selected. It contains six (6) sub-tabs (**Contact Info**, **Academic Info**, **Publications**, **Research Awards**, **My Documents** and **Security**) all of which will provide further navigation of this section and completion of the Application.



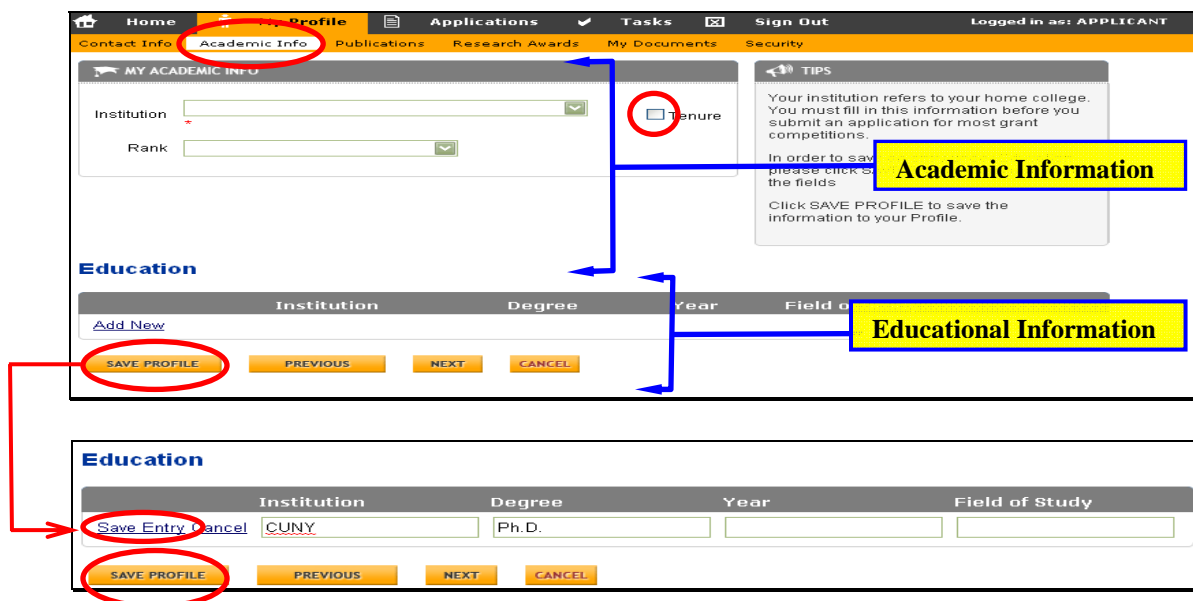
*It is very important to choose the **Save Profile** option each time, before proceeding to the next page or section.*

To begin, select *My Profile* along the top menu.

**Contact Info:** Please complete the *Contact Info* portion with the most current information and select *Save Profile*.

**Academic Information:** This section allows a user to enter their academic information and educational qualifications.

*My Academic Information:* Under this subsection, the user is prompted to indicate their Institution (college of employment), Rank and Tenure Status. Select your *Institution* and *Rank* from the dropdown menu while checking the *Tenure* box if applicable. An uncheck box will denote untenured faculty.



*Education:* This subsection is where you will list your background education information. Click on *Add New* under **Education** to input information for each institution. Select *Save Entry* to continue or *Cancel* to delete the entry. You may either add additional educational institutions by selecting *Add New* or complete this section by clicking *Save Profile*.

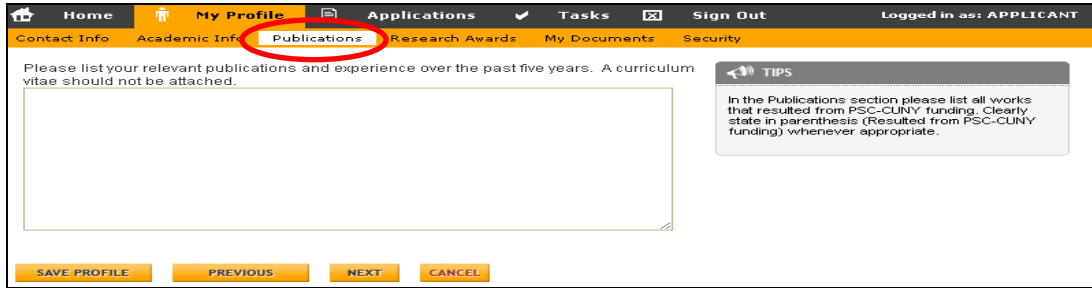
To edit an entry, click *Edit*. When the necessary changes have been made, click the *Update* button to log the change. To discard your changes, select *Cancel*.

To delete an entry in this section, click  at the end of the desired row.

When all information has been successfully inputted and edited, click *Save Profile* followed by the *Next* button.

**Publications:** This section will allow you to enter information about material that you have published. List the works in **chronological** order with attention paid to the title and complete publication reference. Please list only those publications which have occurred in the **last five (5)** years.

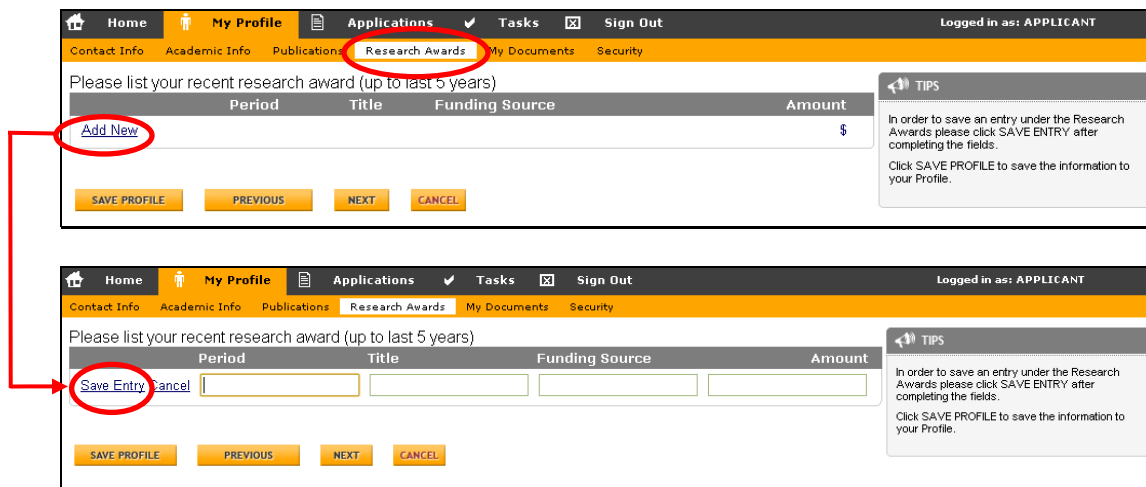
**Preface with an asterisk (\*) those publications, performances or works which resulted from PSC-CUNY funding.**



When you have finished entering the information, click *Save Profile* to save the information to your profile and then *Next* to proceed to the following section.

**Research Awards:** This section will allow you to list previously received or pending grants and awards.

**Please include all grants and awards, internal and external, pending and awarded, received over the last five (5) years.**



To enter each award, select *Add New*. Once the information has been entered, click *Save Entry*.

# PSC-CUNY Research Award Program Grants Proposal System

Home My Profile Applications Tasks Sign Out Logged in as: APPLICANT

Contact Info Academic Info Publications Research Awards My Documents Security

Please list your recent research award (up to last 5 years)

Role	Period	Title	Funding Source	Amount	
<a href="#">Add New</a>	PI	2007-2010	TEST TITLE	TEST SOURCE	\$0.00

SAVE PROFILE PREVIOUS NEXT CANCEL

**TIPS**  
In order to save an entry under the Research Awards please click SAVE ENTRY after completing the fields.  
Click SAVE PROFILE to save the information to your Profile.

To delete an entry in this section, click at the end of the desired row. To change information for a particular entry, click *Edit*.

Home My Profile Applications Tasks Sign Out Logged in as: APPLICANT

Contact Info Academic Info Publications Research Awards My Documents Security

Please list your recent research award (up to last 5 years)

Role	Period	Title	Funding Source	Amount	
<a href="#">Add New</a>	<input type="text" value="PI"/>	<input type="text" value="2007-2009"/>	<input type="text" value="TEST TITLE"/>	<input type="text" value="TEST SOURCE"/>	<input type="text" value="0.00"/>

Update Cancel SAVE PROFILE PREVIOUS NEXT CANCEL

**TIPS**  
In order to save an entry under the Research Awards please click SAVE ENTRY after completing the fields.  
Click SAVE PROFILE to save the information to your Profile.

Apply the changes and click *Update*. To reject a change, click *Cancel*.

When all awards have been entered, click the *Save Profile* button to save your progress followed by *Next*.

**My Documents:** This section will allow you to store documents to your profile which you may want to attach to an application.

**THIS SECTION IS NOT REQUIRED TO SUBMIT AN APPLICATION.**

The system will allow each user to upload documents totaling 2 MB in size.

Home My Profile Applications Tasks Sign Out Logged in as: APPLICANT

Contact Info Academic Info Publications Research Awards My Documents Security

Click the [Browse](#) button and select a file. Click on [Attach File](#) to upload the file.

File:  no file chosen  you are using 0% of your 2MB Limit

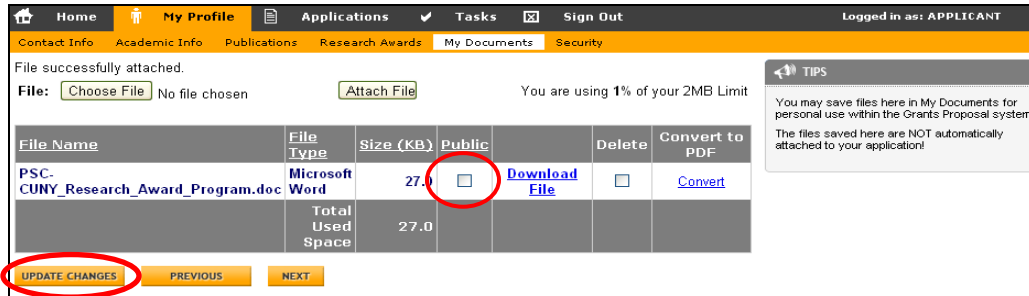
UPDATE CHANGES PREVIOUS NEXT

**TIPS**  
You may save files here in My Documents for personal use within the Grants Proposal system.  
The files saved here are NOT automatically attached to your application!

Begin by clicking the *Choose File* box. This command will open a secondary window so that you may locate the desired file on your computer. Once the file is selected, click the *Attach File* box.



# PSC-CUNY Research Award Program Grants Proposal System

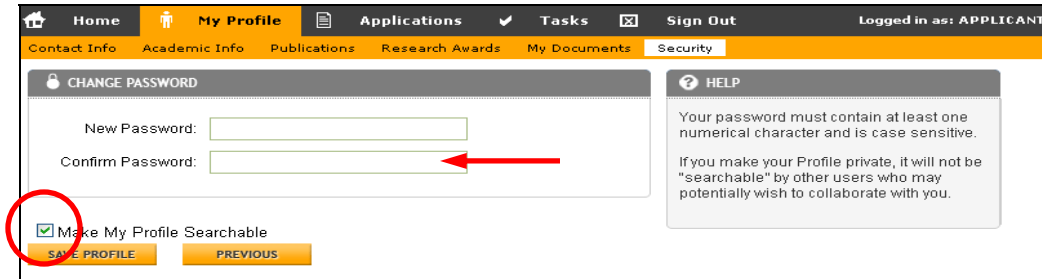


When the document has been uploaded, you can choose to make it 'public' by clicking the **Public** check box.

**Public** documents may be viewed by the entire user community with the Grants Proposal System. **Private** documents are only visible to the owner. **All** documents can only be edited or deleted by the owner.

To attach additional documents, select **Choose File** and repeat the steps above. When all documents have been attached, click **Update Changes** to save the documents to your **Profile**.

**Security:** This section allows you to change your password and make your profile searchable.



To change your password, click on the **Security** tab. Enter the new password in the **New Password** field and confirm the selection by reentering the password in the **Confirm Password** field.

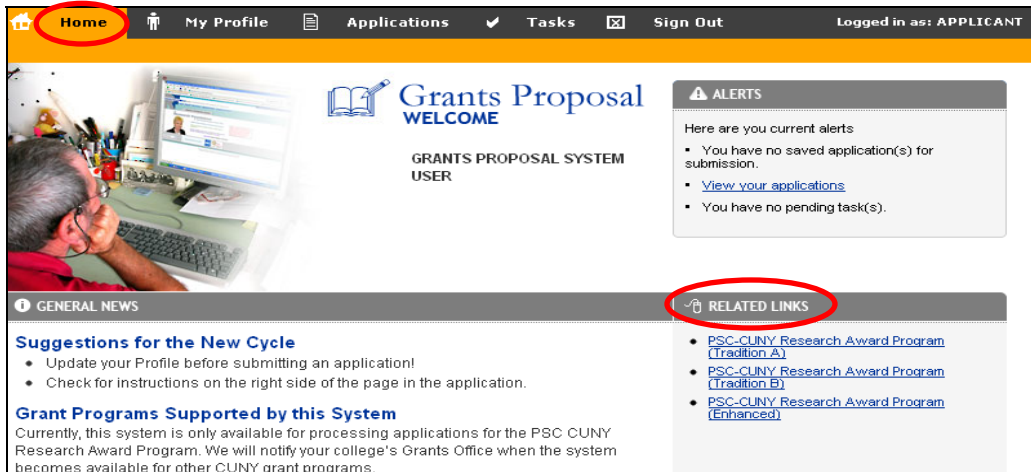
You will also have the option to **Make My Profile Searchable**. A searchable profile is public and an unsearchable profile is private.

To save any changes, click on **Save Profile**.

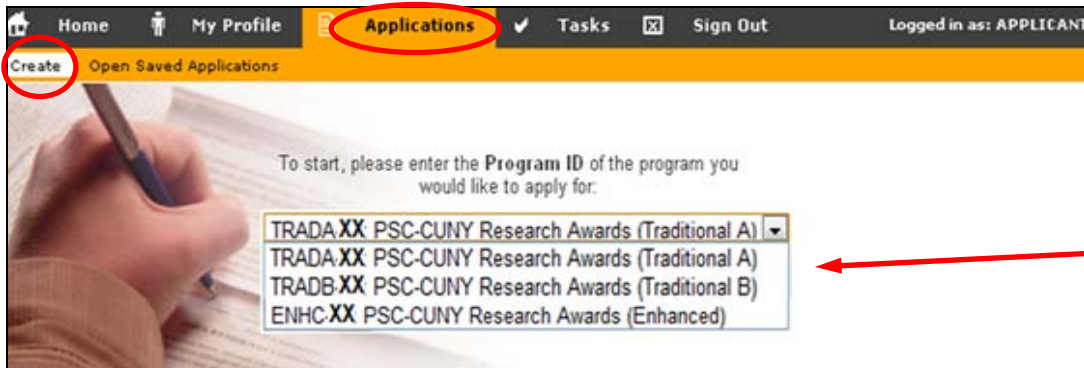
## Creating Applications

### General Application Procedure:

When you have completed the *My Profile* section, return to your home page by selecting the *Home* tab.



Through the *Home* tab, you are able to select one of the three available application types in the *Related Links* box.



Alternatively, by navigating to the *Applications* tab, you are also able to select your application type. First select *Create* (upper left) and then choose the application from the dropdown menu, followed by *Continue* (which is hidden in the above figure behind the menu).

Before making your selection, please review the eligibility criteria and all measures of the **PSC-CUNY Guidelines** to determine which award best suits your needs.

### **PSC-CUNY Guidelines:**

<http://www.rfcuny.org/rfwebsite/research/content.aspx?catID=1200>

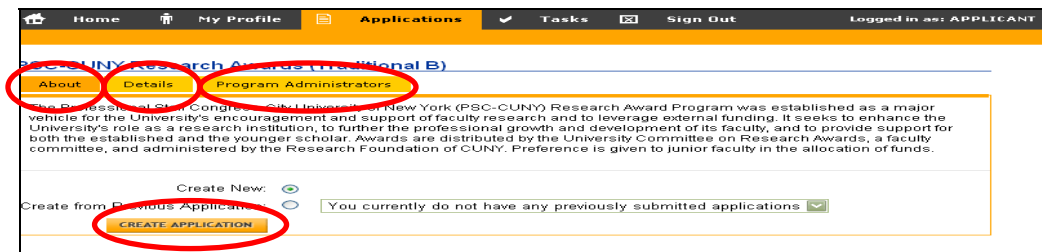
## PSC-CUNY Research Award Program Grants Proposal System

Once you have selected the appropriate award type, you will arrive at a screen containing further details about the award.

**About:** This tab allows you to view a general purpose statement for the PSC-CUNY Research Award Program.

**Details:** This tab shows a breakdown of budget limitations and participating institutions.

**Program Administrators:** Under this tab, you will find the contact information for the administrators of the PSC-CUNY Research Award Program.



When you have finished reviewing the material and are ready to begin the application, click **Create Application**. You will be directed to the **Application** tab and its first sub-section, **General**.

On this page, you will be required to complete all fields. After entering your project **Title**, select the **Panel** and **Discipline** (these fields will direct your application to the appropriate review panel after successful submission). In the text box provided, include a **Brief Abstract** of your project.

In most instances, typing the **Brief Abstract** in a word processing application is easier than using the text box. Simply copy/paste the information into the text box. Please note that the maximum number of characters (spaces included) is 1100.



If you plan to use **Human Subjects** or **Animal Subjects**, select the appropriate option from the dropdown menus. All applications that select **Human Subject Use** and/or **Animal Subject Use** will be required to obtain protocol approval from the **IRB** (Institutional Review Board) and/or **IACUC** (Institutional Animal Care and Use Committee), respectively. If you are unsure if your project qualifies, please consult the **IRB** and/or **IACUC** at your campus.



**Supplementary Material** submissions are applicable to individuals applying to the creative, visual and performing arts fields. Published or unpublished work **must be** attached to creative writing applications. Send two copies of all such **Supplementary Materials** (sets of slides, photographs, DVDs, CDs, recordings, musical scores, etc.) to:

PSC-CUNY Research Award Program  
The Research Foundation of CUNY  
230 West 41<sup>st</sup> Street, Seventh Floor  
New York, New York 10036

**Supplementary Materials** may not be returned. Do not send original or unique items.

Finally, complete the **Department** field by selecting the department which best describes your project.

When all fields are completed, click **Save** to save current information. This being the first time that the application has been saved, selecting **Save** will generate an application number which is displayed on the confirmation screen following.



Click **Continue** to return to the **General** sub-section and then click **Next** to proceed.

Each time that you *Save* the application, a successful attempt will display a confirmation screen with the option to *Continue*. If you do not see this screen, the application has not been saved.



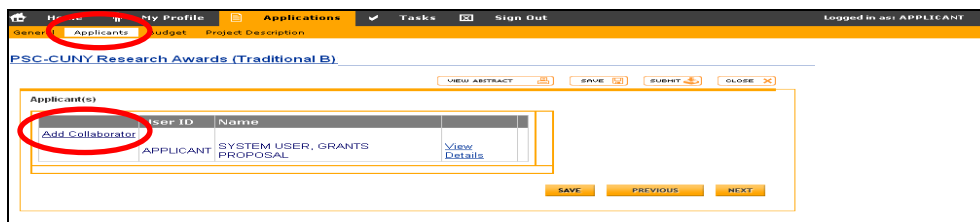
To close your application, click the  button. You will be routed to the **Saved Applications** page. To log out of the system click *Sign Out*.




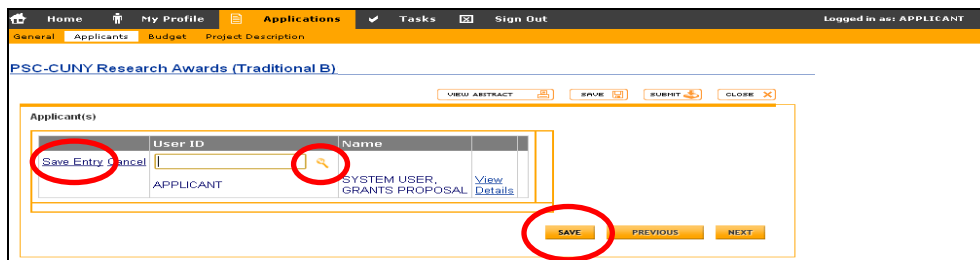
To access the application after signing out of the system, login, and click the ‘**Click Here**’ link under the *Alerts* box associated with your pending application. You will be directed to the screen above, from which you will be able to select and open your application from the **Saved Applications** list.

### Addition of Collaborators:

Under the *Applicants* tab you are able to add one co-applicant. To assign a **Collaborator** (or **Co-PI**) click *Add Collaborator*.



Next, enter the User ID of the individual which will collaborate. If you do not know the User ID, you may search by clicking on the  at the end of the textbox. When you have located the desired **Collaborator**, select *Save Entry*.



All individuals listed as **Collaborator** will be **Co-Principal Investigators**. All **Co-Principal Investigators** must be full-time, permanent members of the CUNY faculty. Applying as a **Co-Principal Investigator** prohibits and disqualifies any individual for applying for an additional award as either **Principal Investigator** or **Co-Principal Investigator** during the same award cycle.

To save any changes, click **Save**. To continue the application, click **Next**.

**Application Budget:**

For all types of awards itemized budget totals and supporting justifications are required. Failure to properly justify the relation of an item by direct correlation to the function and success of the project will negatively influence funding decisions. For **Enhanced Awards**, an additional detailed budget attachment is required (see *Attaching Documents*).

Description	Requested Amount	Add. Calculations	Total Amount
Add Budget Research Staff	-	-	5470
Add Budget Research Supplies	-	-	6220
Add Budget Subject Payments	-	-	7020
Add Budget Equipment	-	-	7900
Add Budget Clerical Staff	-	-	6475
Add Budget Released Time	-	-	6800
Add Budget General Office Supplies/Storage	-	-	6200
Add Budget Domestic Travel	-	-	6970
Add Budget Foreign Travel	-	-	6920
Add Budget Independent Contractors	-	-	7070
Add Budget Laboratory Fees	-	-	7030
Add Budget Manuscript Preparation/Publication Costs	-	-	8040
Add Budget Summer Salary (Principal Investigator)	-	-	5400
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

To add a budget line item, click **Add Item**. A subsequent box will appear below and allow the applicant to enter the desired funding and provide a justification for the items. Utmost specificity is preferred with regard to cost, function, quantity and rationale when compared to similar market items.

**Research Staff**

Instructions: Please provide a complete job description for all research staff in the budget justification section.

The University Committee on Research Awards assumes that every effort will be made to employ CUNY students. Prior approval of the UCRA is required to hire a non-CUNY student as a research assistant and justification must be provided.

Post-doctoral Assistants may be supported up to the amount allowable for graduate students. The UCRA defines a Post-doctoral Assistant as someone who has recently received a doctoral degree, but has not held a full-time faculty appointment for one academic year or more.

The PSC-CUNY Research Award Program does not support student stipends or tuition costs for either the principal investigator or any assistant.

A Principal Investigator may not hire another full-time faculty member as a research assistant.

A PI may not hire a member of his/her immediate family without prior approval of the UCRA.

Acceptable range: from \$0.00 to \$5,462.00

Type in the requested amount \$

**Requested Amount**

**Automatic Additional Calculations**

Description: Fringe Benefit  
Additional Calculation: 9.50% of the amount requested will be added.  
Additional Amount is: \$ 0.00

**Automatic Additional Calculations Two**

Description: MTA Payroll Tax  
Additional Calculation Two: 0.34% of the amount requested will be added.  
Additional Amount is: \$ 0.00

**Budget Justification**

Justification Comments:

Save Budget Item    Reset Budget Item

**SAVE**    PREVIOUS    NEXT

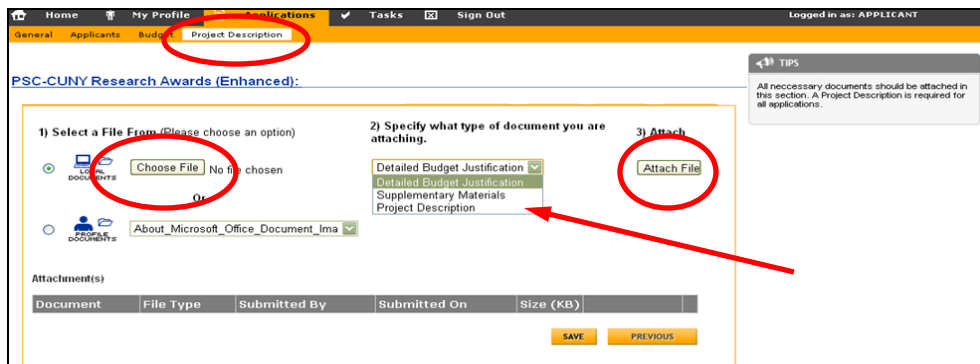
When you have sufficiently justified and explained the desired budget item, select **Save Budget Item** to save changes. To add additional budget items repeat the aforementioned steps. Once all items have been listed and accounted, click **Save**. To continue, select **Next**.

### Attaching Documents:

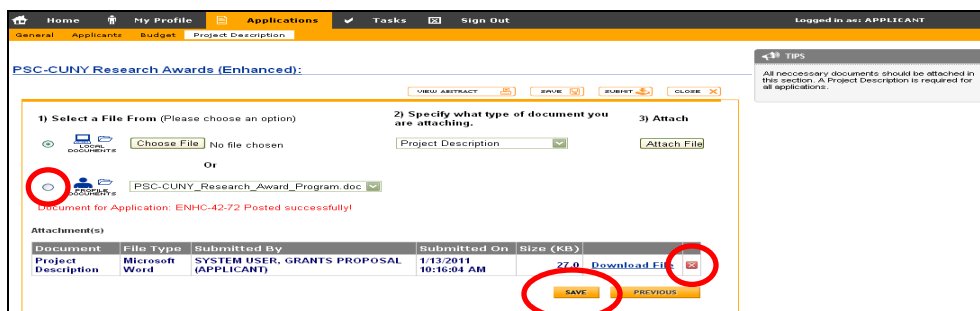
The **Project Description** section of the application allows you to attach necessary supporting documentation. Each application (**Traditional A** [3 page max.], **Traditional B** [5 page max.] or **Enhanced** [5 page max.]) cannot be submitted as complete unless a **Project Description** has been attached. In addition to a **Project Description**, the **Enhanced Award** requires an attached **Detailed Budget Justification** at a limit of one (1) page.

To upload an existing file from your computer, select **Choose File**. You will then be prompted to select the file from its location on your computer. Next, select the type of attachment from the dropdown menu. Primarily, you will select **Project Description**.

When applying for an **Enhanced Award**, you will also need to upload a **Detailed Budget Justification**.




When the desired file has been located and you have specified which type of document the attachment is, click **Attach File**.



To upload a file that has been saved to the **My Documents** section of your **My Profile** section, select the **My Documents** option and select the document from the dropdown list.



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Successful attachment of the document will be displayed in the **Attachments** section. To attach additional documents repeat the steps aforementioned. To delete an entry, click  at the end of the desired row.

When all selections and changes have been made, click **Save** to retain the changes.

Click the **View Abstract** to view your application. The application will appear in a new HTML window. This is as your application will appear based on your current progress. If you notice that areas are incomplete, take the time to complete these lapses before submitting. Please review carefully.

### **Submitting and Conditions of Award Acceptance:**

After you have completed all sections of the application and it has been reviewed to your satisfaction, click on the **Submit** button.



You will be directed to the statement which relates the **Conditions of Award Acceptance**. Please read through the material carefully.

Please read the statement below regarding your submission.

CONDITIONS OF AWARD ACCEPTANCE  
PSC-CUNY RESEARCH AWARD

1. The Principal Investigator agrees to incur expenses in the name of the Research Foundation only within the limit of the funds available to the project and for the purposes specified in the attached budget. Any commitment made by the Principal Investigator resulting in an overdraft will be the Investigator's personal responsibility and obligation to reimburse the Research Foundation.
2. The Principal Investigator has the responsibility to give adequate prior notification to all individuals employed on this grant of the termination date of their employment. Such termination may result from the exhaustion of grant funds, completion of employee's work, the end of the grant period, or other reasons.
3. The Principal Investigator is aware that summer salary is awarded for July and/or August 2011. (S)He agrees that if summer salary is accepted for either or both months, not to accept any other employment while receiving this salary.
4. The Principal Investigator agrees to notify the Research Foundation if his/her budgeted summer salary gives a total annual salary of more than \$99,416 or if he/she draws summer salary from other sources (see PSC-CUNY Guidelines), so that budget adjustments can be made. Note that the summer salary is based on gross academic year salary as of January 1, 2011. Faculty on sabbatical, however, should take into account gross earnings, from all sources, for the calendar year in which they request summer salary, 2011.
5. The Principal Investigator agrees to notify promptly the Research Foundation of any changes in status as a member of the CUNY full-time instructional staff so that the Research Foundation can terminate the award. Expenditures properly encumbered before the effective date of the change will be reimbursed. Award recipients who will not be reappointed September 1, 2011, are entitled to use their research award funds until the termination of their current appointment.
6. The Principal Investigator has the responsibility for obtaining approval from the College Committee for the Protection of Human Subjects or the College Committee on Laboratory Animal Care, where appropriate and agrees not to proceed without such approval.
7. The Principal Investigator is aware that Equipment acquired by PSC-CUNY Research Award Program grants may be transferred to your college for use in your department at project termination.
8. Publications, performances and presentations, including visual and electronic media, must contain the following acknowledgement of support: "This work was supported (in part) by a grant from The City University of New York PSC-CUNY Research Award Program." It is the responsibility of all recipients to notify the UCRA of any such work resulting from the PSC-CUNY Research Award Program.
9. Any funds granted as a result of this application are to be expended for the purpose outlined herein in accordance with University and Foundation policies, and any funds not expended for the purpose shall revert to the PSC-CUNY Research Award Program upon completion or termination, whichever is earlier.

I hereby accept the above terms of the PSC-CUNY Research Award upon receipt and agree to abide by the applicable Research Foundation and University policy statements, the PSC-CUNY Guidelines for 2011-2012 governing the program, and any policy statements, which may be issued by the University Committee on Research Awards during the Grant period.

N.B.: Funds will be made available on the starting date of this award provided this signed statement has been received by the Research Foundation and where necessary APPROVAL HAS BEEN RECEIVED FROM THE COLLEGE COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS OR THE COLLEGE COMMITTEE ON LABORATORY ANIMAL CARE, AS NECESSARY.

I agree to the terms and conditions of this statement

**SUBMIT APPLICATION** **BACK TO APPLICATION**

When you have satisfactorily read the **Conditions of Award Acceptance**, check the 'I Agree to the terms and conditions of this statement' box and then click **Submit Application**.

A confirmation screen will confirm that your application has been submitted to your **Grants Officer**. Within a few moments you will also receive an email confirming your submission.



**Common Submission Errors and Issues:**

1. Please make sure that you have selected your college. Click the **View Abstract** button to view the current application. If in the area at the top of the form, the section for **College** is blank, please close the application (click **Close** button). Select the **My Profile** tab, then **Academic Info**. Enter the required information and click the **Save Profile** button to save changes. Please see pages 11 through 16 for instructions on how to resubmit the application from this point.
2. Make sure that the cumulative size of all attachments does not exceed 2 MB.
3. When attaching documents to your application, it must not be open on your computer.
4. All attachments must be formatted in **.PDF** (Adobe), **.DOC** (MS Word 1997-2003), **.DOCX** (Word 2010) or **.XLSX** (Excel 2010).
5. The number of characters (including spaces) in the **Brief Abstract** text box cannot exceed 1100.
6. If your requested budget amount is at the maximum (**Traditional A = \$3,500.00, Traditional B = \$6,000.00, Enhanced = \$12,000.00**) and an error message is generated, this is due to a precision error. Please reduce the requested amount by one penny (\$0.01), **Save** and then **Submit**.

Please direct any additional questions and/or further concerns regarding the  
**PSC-CUNY Grants Proposal System** to the **Project Administrator**:  
[PSC\\_CUNY@rfcuny.org](mailto:PSC_CUNY@rfcuny.org)