

PSC-CUNY Research Award Program

Grants Officer Quick Reference Sheet for Cycle 56

Eligibility

Is the applicant eligible?

- ☒ CUNY
- ☒ Permanent
- ☒ Full time

Tenure Status

- If tenured, an applicant may only receive 2 awards in any 3 year period, only 1 may be an Enhanced.
- Untenured have no such restriction.
- For cycle 56, the three-year period is cycles 54, 55 & 56.

Other Funding Sources

- Applicants with over \$100,000 in direct costs for the period of the grant (July 1st 2025 through June 30th 2026) are **INELIGIBLE** to apply for TRADA or TRADB.
- Co-PI's share half the total, unless otherwise stipulated
- When considering multi-year awards, divide total direct costs by number of years.

Multiple Applicants

- Co-PIs must meet all eligibility criteria.
- One application per person, per cycle, as either PI or Co-PI: applicants cannot apply as a PI and a Co-PI in the same cycle.
- Co-PIs are **NOT** eligible for Released Time or Summer Salary.

App Specs

Proposal Details			
Award Category	TRADITIONAL A	TRADITIONAL B	ENHANCED
Page Limit	3	5	5
Seperate Budget	No	No	Yes
Justification			
Margins	1 inch	1 inch	1 inch
Font Size	10 - 12	10 - 12	10 - 12
Spacing	Single or Double	Single or Double	Single or Double
Applications per cycle	1	1	1

Final Things to Look Over

- **Does the applicant meet the eligibility requirements?**
- **Are all expenses properly justified?**
- Does the Budget section of the Abstract match the Project Description (or Detailed Budget Justification)?
- Are all budget items explained and justified?
- iPads and other computer purchases are restricted but permissible if properly justified.
- **Tuition or stipend payments are not allowable.**
- **eReaders (Kindles, Nooks, etc.) are not allowable.**

Helpful Links:

Eligibility: <https://www.rfcuny.org/RFWebsite/principal-investigators/explore-pre-award-resources/internal-funding-psc-cuny-award-program/>

Application Evaluation Criteria: <https://www.rfcuny.org/RFWebsite/principal-investigators/explore-pre-award-resources/internal-funding-psc-cuny-award-program/>

Sample Apps: <https://www.rfcuny.org/rfwebsite/media/1139/sample-applications-packet.pdf>

Fly America Act: <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>

Domestic Per Diem: <http://www.gsa.gov/portal/content/104877>

Foreign Per Diem: https://aoprals.state.gov/web920/per_diem.asp

Budget Area Hints & Double-Checks

DOMESTIC & FOREIGN TRAVEL:

- All research related travel is reimbursable for up to 60 days, provided that travel AND purchases occur within project period.
- **Travel purchases can be made starting May 1st 2025 however, physical travel cannot occur until the start date, July 1st 2025.**
- RF adheres to U.S. State Department per diem rates, regardless of requested amount.
- RF only permits reimbursement for U.S Flag air carriers, the only exceptions are authorized European carriers per the U.S.-EU Open Skies Agreement ([European Union Countries](#)) or on a Swiss, Australian or Japanese's carrier airline carriers.
- Conference travel is allowable and may include transportation, lodging, meals and registration.

RELEASED TIME

- Flat amount: salary = \$3,000, fringe = \$1,482
- TRADA cannot support Released Time

SUMMER SALARY

- Maximum annual salary (including expected Summer Salary) is **\$107,789.00**.
- Maximum request for Summer Salary is \$3,500
- TRADA: salary = \$2,811, fringe = \$688.70
- TRADB & ENHC: salary = \$3,500, fringe = \$857.50