

PSC-CUNY Research Award Program

Grants Officer Quick Reference Sheet for Cycle 58

Eligibility

Is the applicant eligible?

- ☒ CUNY
- ☒ Permanent
- ☒ Full time

Applicant Restrictions

- All Applicants may receive 2 awards in a 3-year period. Only one of which may be Track 2.
 - Untenured restrictions were reset during Cycle 57

Other Funding Sources

- PIs who possess, or subsequently receive, external grant direct costs of \$100,000 or more in the year of their submission are not eligible. PIs are required to report such change to RFCUNY.
- 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	Track 1	Track 2
Page Limit	3	5
Margins	1inch	1inch
Font Size	10-12	10-12
Spacing	Single or Double	Single or Double
Applications per cycle	1	1

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 2027 however, physical travel cannot occur until the start date, July 1st 2027.**
- RF adheres to U.S. State Department per diem rates, regardless of requested amount.
- Conference travel is allowable and may include transportation, lodging, meals and registration.

RELEASED TIME

- For Academic Year 2026-2027: \$6,986.40 (3-credit); \$8,733 (4-credit)

SUMMER SALARY

- Maximum annual salary \$7000 or \$15000 depending on application. (including fringe)
- PIs subject to Article 14.1 of the collective bargaining agreement may not receive summer salary greater than 3/9 of their gross annual salary and may not receive compensation in a given month (June, July, August) greater than 1/9 of their gross annual salary.
- These rules are subject to change from the PSC and CUNY**

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?
- 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/resources/psc-cuny-programs/psc-cuny-research-award-program-guidelines/>

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

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

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