

PROFESSIONAL DEVELOPMENT GRANT EDIT APPLICATION**Fall 2023****APPLICATION DUE: Wednesday, October 18, 2023 by 12:00pm.**

Submit your completed application (only pp. 7-11) and supporting documents **IN ONE PDF FILE**
to Drop Box at:

<https://www.dropbox.com/request/a9AUjSmUI5C9T0iqVnoG>

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**PLEASE READ THE APPLICATION INSTRUCTIONS (pp. 2-6) CAREFULLY AND
FOLLOW APPLICATION GUIDELINES BEFORE FILLING OUT YOUR APPLICATION
(pp. 7-11).**

ELIGIBILITY & AWARD CRITERIA

Established during the 1991-92 academic year, the Educational Development Initiative Team (EDIT) is a subcommittee of the College Senate's Committee on Professional Development and administers LaGuardia's Professional Development Grant Program. Full-time faculty, and part-time faculty in continuous service for the past two academic years (September through June), are eligible to submit proposals. **Proposed projects can commence after July 1, 2023, but must be completed before June 30, 2024.**

Grants awarded by EDIT cover costs incurred by LaGuardia faculty in designing and implementing professional development projects. These costs may include (but are not limited to) the following:

1. **Travel expenses to conduct and/or present research and scholarship (e.g., archives, museums, special collections, conference presentations, and invited lectures)**
2. **Travel expenses for attending (not presenting at) conferences, workshops, or seminars that directly support a specific scholarship or research project**
3. **Travel costs specifically associated with faculty development research (e.g., to enhance an academic department/program's pedagogy or professional development)**
4. **Expenses personally incurred by faculty to conduct research and scholarship (e.g., entrance fees for research sites, photocopying from archives or special collections, publication costs)**
5. **Expenses personally incurred by faculty for projects that enhance their professional growth and development (e.g., in areas such as scholarship, academic effectiveness, and/or research skills and competencies; or artistic skills and competencies). **IMPORTANT:** Workshops, e.g., for writers or artists, are eligible for funding, but not tuition for courses.**

*** Procedures for the 2023-2024 EDIT CYCLE:**

You must submit the exact amount stated in the award letter on CUNYfirst. Academic Affairs will now cover 100% of the registration fee and 40% of travel expenses for full-time faculty presenting at a conference (only one conference for Fiscal Year '24), so don't include your conference registration fee in the budget on p. 9 of the EDIT application, but do include 60% of all your other expenses in your budget. Please note that **for international conferences, faculty members must request funding via email to the Provost, Billie Gastic (bgasticrosado@lagcc.cuny.edu)**

Additional Notes:

1. Applications must clearly demonstrate how professional development activities support faculty tenure and promotion, and/or the College's strategic plan (available at <https://wp.laguardia.edu/strategicplan/LAGCC-2019-2024-strategic-plan.pdf>). Include a brief narrative description that identifies specific ways in which your activities support tenure, promotion and/or the strategic plan.
2. Meals and hotel expenses incurred at conference presentations or during travel for research, scholarship, or creative projects are reimbursed at per diem rates. See the BUDGET INSTRUCTIONS on p. 4 for further explanation of per diem rates. The links for per diem rates are:

Domestic: <https://www.gsa.gov/travel-resources>

International: https://aoprals.state.gov/content.asp?content_id=184&menu_id=81.

3. **CUNY's Petition to Travel is required for international travel** if the Travel Advisory is at a level 3 or higher or if the CDC COVID-19 Travel Health Notice is at a level 4 (<https://www1.cuny.edu/sites/global/wp-content/uploads/sites/11/media-assets/Petition-to-Travel-Form.pdf>). (Domestic travel no longer requires this form). Send your travel petition form to Keisha King (keking@lagcc.cuny.edu). Review the policy here: <https://www.cuny.edu/coronavirus/travel-guidance/>: <https://www1.cuny.edu/sites/global/wp-content/uploads/sites/11/media-assets/Petition-to-Travel-Form.pdf> .

4. **EDIT does NOT fund the following**: conference registration fees, reassigned time, organization membership fees, tuition for courses, purchase of equipment or other items such as (but not limited to) photocopying materials that can be submitted to our Print Shop, postage/shipping costs, stipends or services rendered by someone other than the applicant.

APPLICATION REVIEW & AWARD NOTIFICATION

- ❖ EDIT committee members will review all proposals that are submitted on or before the deadline. **Preference will be given to applicants presenting at, rather than attending, a conference.**
- ❖ Applicants can expect to receive notification concerning their application **on or about November 29, 2023.**
- ❖ Award amounts are dependent on the funding we receive from Academic Affairs and on the number of applicants we receive.
- ❖ Awards are for projects undertaken between July 1, 2023 and June 30, 2024. All monies must be disbursed by June 30, 2024.
- ❖ Awardees need to complete CUNYfirst travel procedures to receive funding: you must first submit a Travel Authorization through CUNYfirst (ideally 30 days before travel). Then, no later than 5 days after returning from your trip, you must submit a Travel Expense Report on CUNYfirst for reimbursement of the amount you are awarded. **Contact your department's Travel Liaison for assistance with submitting the expense report for your EDIT award in CUNYfirst (see page 6 for contact information). They are a wonderful resource.**

APPLICATION GUIDELINES

1. EDIT applications will soon be available online at <https://www.laguardia.edu/edit/>.

In preparing your EDIT application: use size 11 or 12 font, and do not exceed the space provided in response to any question on the application. **Sign and date your application before submission.** Electronic signatures are acceptable. Adjunct faculty members may submit an email from your Department Chair in lieu of the Chair's signature indicating that you have been in continuous service for the past two academic years – September through June. Print your application as soon as you complete it as the application form won't save if you don't have Adobe Acrobat Pro. Then scan both the application and all your supporting documents and convert them to a pdf file (you can use the Genius Scan app). **Submit**

your completed EDIT application (only pp. 7-11) in the form of ONE PDF DOCUMENT with all supporting documents included at the end of the pdf, not in separate files, to: <https://www.dropbox.com/request/a9AUjSmUI5C9T0iqVnoG>

2. If your project involves human subjects, check with IRB to learn if you are required to obtain a statement of clearance/permission from the IRB. If so, this statement should be included in your application. Visit <https://www.laguardia.edu/research/> for more information.
3. Applications will not be considered for funding if they do not include all supporting documents such as conference acceptance letters; conference catalogue pages that mention your presentation and that indicate LaGuardia Community College is your affiliation; hotel and travel receipts; airplane boarding passes; etc., or estimates of airfare, hotel, and other expenses taken from official websites if your project takes place after the application deadline. See **BUDGET INSTRUCTIONS** below for further explanation.
4. Only activities at reputable venues are eligible for funding. Please ensure that the conference or organization at which you are presenting is not predatory.

BUDGET INSTRUCTIONS (for completing p. 9 of the application)

Provide a complete budget that specifies all items for which the EDIT grant funds will be used. At the end of your application, **include copies of receipts for all items requested. Submit both the application and all documentation, including your receipts, IN ONE PDF FILE to Dropbox.**

In preparing your budget, review the Eligibility & Award Criteria section of this application (pages 2-3) which lists the type of expenses funded by EDIT as well as those that are not. For services not yet rendered or for travel which takes place after the application deadline, include the pending item(s) for airfare, train or bus tickets, hotel accommodations, etc. in your budget with estimates based on verifiable prices from a travel website such as Expedia or Travelocity, or from the airline's or company's website. For smaller-scale items such as taxi rides, you may approximate the cost. Try to use public transportation, but if that is not possible, make sure taxi fares are not excessive. **For each travel related expense, list 60% of its cost and indicate whether you are providing the ACTUAL or ESTIMATED cost of the item.** If you don't have all your receipts before the application deadline, you should submit your application by the deadline, and then submit copies of the missing receipts to Dropbox as soon as you have them at:

<https://www.dropbox.com/request/a9AUjSmUI5C9T0iqVnoG>

FOR MEALS AND HOTELS INCURRED DURING TRAVEL FOR RESEARCH, SCHOLARSHIP, OR CREATIVE PROJECTS USE PER DIEM RATES:

1. **DO NOT use "PSC Per Diem LOCAL Breakfast/Dinner"** for your Per diem meals, as that causes an Error message on your Travel Authorization and Expense Report. Please breakdown your Per Diems for each day as indicated below:
 - a. PSC Per Diem Breakfast
 - b. PSC Per Diem Lunch (City)
 - c. PSC Per Diem Dinner

Use PSC Receipted Lodging for your Hotel reimbursement. The hotel rate should be based on the U.S. General Services Administrations (GSA) Website standard rate (<https://www.gsa.gov/travel-resources>). The traveler will be reimbursed for 150% of the standard rate plus taxes per night if he/she can provide proof of a

conference hotel.

2. Remember to include the Program/Agenda from the conference, a hotel breakdown receipt, and other receipts except the one for meals in your Travel Expense report.
3. If a hotel is recommended by the conference, please include proof of the conference hotel which may sometimes be found in the conference program/agenda or your confirmation of attendance email.

Please note that **EDIT only considers the expenses of the applicant**. If you are sharing expenses (hotel room, etc.), or traveling with others, please adjust your budget accordingly and make specific references to this in the notes section of the Budget page of the application (p. 9).

DOCUMENTATION: All applications must be accompanied by two types of documentation: evidence of activities undertaken for your project, and receipts for expenses (or verifiable estimates of these expenses if unavailable before the application deadline). Examples of this evidence include, but are not limited to:

- ❖ **Conferences & Invited Lectures (Domestic & International)**
 - Evidence of Activities—Conference acceptance letter, conference program (copy of the page with your panel's listing and LaGuardia affiliation; a formal invitation for invited lectures).
 - Receipts for Expenses—Hotel, travel (air, train, bus, taxi, car); per diem rate for that location.
- ❖ **Research or Scholarship, or Creative Endeavor**
 - Evidence of Activities—an invitation or letters requesting and confirming access to the archive or library at which you are conducting the research, or to rare materials housed at the archive or library, in which the nature of your project is indicated; an invitation from the artistic or cultural institution.
 - Receipts for Expenses—Entrance fees for museums, institutions, or research sites, or for photocopying materials at archives or special collections; hotel, and travel (air, train, bus, taxi, car); art materials or processes not available at the college.
- ❖ **Attending Workshops Seminars and Conferences**
 - Evidence of Activities—confirmation of registration, program of activities, and, if applicable, invitation to attend.
 - Receipts for Expenses—Registration fees, hotel, travel (air, train, bus, taxi, car).

Do Not Provide Original Documentation. EDIT only accepts copies (placed at the end of the pdf of your application)! Highlight and label expenses on receipts and credit card statements that are included in your budget. Convert prices given in foreign currencies to dollars. Black out your credit card numbers and irrelevant expenses.

Beware that if you are awarded a grant you will need to upload the same (and most likely additional) documentation to your CUNYfirst Travel Expense Report. If you travel by plane, train, or bus, retain your ticket or boarding pass for submission to CUNYfirst as proof of travel.

*** Note that your affiliation on conference programs or project documents must indicate that you are representing LaGuardia Community College (not simply CUNY or another institution). Highlight your name and the title of your presentation/project on all supporting documents.**

SUPPLEMENTAL INFORMATION

EDIT Committee – If you have any questions regarding EDIT please contact your department's committee member

| DEPARTMENT | NAME | EXT. | Email Address |
|---|---------------------------------------|-------------|--|
| <i>Business & Technology</i> | <i>Nicole Lytle</i> | 5403 | nilytle@lagcc.cuny.edu |
| <i>Education and Language Acquisition</i> | <i>Bede McCormack</i> | 7528 | bmccormack@lagcc.cuny.edu |
| <i>English</i> | <i>Bijoyeta Das</i> | 5615 | bdas@lagcc.cuny.edu |
| <i>Health Sciences</i> | <i>Maureen Doyle</i> | 5227 | mdoyle@lagcc.cuny.edu |
| <i>Humanities</i> | <i>Fern Luskin, Co-Chair</i> | 5708 | luskinfe@lagcc.cuny.edu |
| <i>Library</i> | <i>Thomas Cleary</i> | 5428 | tcleary@lagcc.cuny.edu |
| <i>Mathematics, Engineering, & Computer Science</i> | <i>Hendrick Delcham</i> | 5731 | hdelcham@lagcc.cuny.edu |
| <i>Natural Sciences</i> | <i>Boris Zakharov</i> | 6074 | bzakharov@lagcc.cuny.edu |
| <i>Social Science</i> | <i>Rebecca Tally, Co-Chair</i> | 4032 | rtally@lagcc.cuny.edu |

Travel Liaison-Contact your department's liaison for questions, issues, and assistance submitting your travel authorization and expense report.

| DEPARTMENT | NAME | EXT. | Room |
|---|--------------------------|-------------|-------------|
| <i>Business & Technology</i> | <i>Dejy Sherpa</i> | 730-7504 | B-327 |
| <i>Education and Language Acquisition</i> | <i>Elijah Edmonds</i> | 5640 | B-234 |
| <i>English</i> | <i>Sylwia Prendable</i> | 5909 | E-103J |
| <i>Health Sciences</i> | <i>Jazmine Freire</i> | 6104 | E-300Y |
| <i>Humanities</i> | <i>Seurette Bazalais</i> | 5203 | C-745 |
| <i>Library</i> | <i>Kaywan Chan</i> | 5429 | E-101H |
| <i>Mathematics, Engineering, & Computer Science</i> | <i>Luis Gonzalez</i> | 5730 | MB 39 |
| <i>Natural Sciences</i> | <i>Indira Persaud</i> | 5406 | M-202A |
| <i>Social Science</i> | <i>Aileen Solima</i> | 5785 | C-459EE |

Fall 2023 EDIT (Professional Development) Grant Application, LaGuardia Community College

YOUR SUBMITTED APPLICATION SHOULD INCLUDE ONLY PAGES 7-11 IN PDF FORM WITH ALL SUPPORTING DOCUMENTATION AT THE END OF THE PDF FILE. DON'T DELETE ANY SECTION OR QUESTION ON THE APPLICATION. SUBMIT TO:

<https://www.dropbox.com/request/a9AUjSmUI5C9T0iqVnoG>

1a. Name:

1b. Title:

2a. Department:

2b. Mailbox:

3a. Email Address:

3b. Phone:

3. Amount Requested:

4. Project Type (Choose One of the Following): Please note that the first 2 categories are for presentations at a conference or lecture while the 3rd and 4th categories are for conducting research in preparation for publication, etc., not in conjunction with a conference, or for a creative endeavor. The 5th and 6th categories are for attending workshops, seminars, and conferences, not for presenting.

5. Project Information:

- Presenting Research or Scholarship in a paper or a presentation at a Conference or Lecture (International)
- Presenting Research or Scholarship in a paper or a presentation at a Conference or Lecture (Domestic)
- Conducting Research or Scholarship, Creative Endeavor (Individual Faculty Project)
- Conducting Research or Scholarship (Enhancement of Academic Dept. / Program)
- Attending Workshops, Seminars, and Conferences (Individual Faculty Development)
- Attending Workshops, Seminars, and Conferences (Enhancement of Academic Dept. / Program)

Name of Conference, Organization, or Project:

Title of Presentation or Project:

Date of Presentation or Project:

Location of Conference, Organization, or Project:

6. Requested funds from other sources

A. Requested funds from Academic Affairs:

Yes

No

Provide Details:

7. Briefly State How Project Supports Tenure, Promotion, and /or the College's Strategic Plan:

8. Abstract

Provide a Description of Your Project, Including Subject Area, Purpose, and Major Activities:

9. Evaluation

Discuss how you will determine if your project was successful (for example, future publication of a presentation, audience response, survey).

10. Budget (see p. 4 for detailed instructions)

| Category | Number of Items | Cost | Actual or Estimated? (Provide verifiable estimates only if project has not yet taken place) | 60% of Expenses? Yes No | |
|-----------------------------|-----------------|------|--|----------------------------|--------------------------|
| | | \$ | | <input type="checkbox"/> | <input type="checkbox"/> |
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| | | \$ | | <input type="checkbox"/> | <input type="checkbox"/> |
| Total | | \$ | | | |
| ANY ADDITIONAL NOTES | | | | | |

11. _____
Applicant's Signature Date

*****FOR PART-TIME FACULTY ONLY*****

Chairperson's signature **Date**
*(Applicant has been in continuous service for the past two academic years –
September through June)*

For the Fall 2023 EDIT cycle, an email from your department Chair can be substituted for their signature.

See the next page for checklist of items to include in your EDIT application.

CHECKLIST:

1. Did you include evidence of your EDIT project activities such as your conference acceptance letter, the conference program (a copy of the page with your panel's listing, formal invitation for invited lectures), exhibition pamphlet or webpage, etc. with your name and the title of presentation/project highlighted, and your LaGuardia affiliation listed?

2. Did you include receipts for expenses and/or estimates of airfare, hotel, non-local train or bus costs from a travel website such as Expedia or Travelocity, or from the airline's or company's website (only if your project has not yet taken place)? Did you indicate the per diem rates for your hotel room and meals (available at <https://www.gsa.gov/travel-resources>)?

3. If you are sharing expenses (hotel room, etc.), or traveling with others, did you adjust your budget accordingly and make specific references to this in the notes section of the application (see Budget, p. 9)?

4. If you are applying for funding for a research project, did you include evidence of activities such as letters requesting access to the archive or library at which you are conducting the research, or to rare materials housed at the archive or library, in which the nature of your project is indicated?

5. Did you indicate that you have requested funds for your project from Academic Affairs (item no. 6 of the application) and did you remember to indicate 60% of each of your travel expenses in your budget (item 10, p. 9)?

Note that sample applications are available on the EDIT website to help guide you through the application process.

If, after reading through the instructions here, and reviewing the sample applications, you have any questions, please feel free to contact the EDIT co-chairs.