

Please print the EDIT application form (pp. 6-9) immediately after completion. This form cannot be saved to your computer unless you use Adobe Acrobat PRO.

Revised 05/03/22

PROFESSIONAL DEVELOPMENT GRANT EDIT APPLICATION

Spring 2022

APPLICATION DUE:

Friday, May 20, 2022 by noon

Submit your **completed application and supporting documents to** Drop Box at:
<https://www.dropbox.com/request/77aeHmfY4wBPTqQZAu2I>

Anita Baksh, Co-Chair

Fern Luskin, Co-Chair

The application is available at:
<https://www.laguardia.edu/edit>.

Our email address is: edit@lagcc.cuny.edu

PLEASE READ THIS APPLICATION CAREFULLY AND FOLLOW APPLICATION GUIDELINES

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, 2021, but must be completed before June 30, 2022.**

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)**
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)**

*** New Procedures for the 2021-2022 EDIT CYCLE.**

If awarded an EDIT grant for your project, you will not receive any additional funding from LaGuardia this fiscal year (July 1, 2021 through June 30, 2022) beyond the amount stated in your EDIT award letter. Also important: you must submit the exact amount stated in the award letter on CUNYFirst. **Please include the full expense of any conference registration fees you incur in your budget, rather than just a portion of the fee as was the case in the past.**

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. Per diem requests will be granted only for conference presentations. 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. Due to the pandemic- all **international** travel must be pre-approved through the CUNY Travel Petition: <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).

4. **EDIT does not fund the following:** reassigned time, organization membership fees, 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 June 7, 2022.**
- ❖ Award amounts are dependent on the funding we receive from Academic Affairs and on the number of applicants we receive. Due to the increased amount of funding available to EDIT this year, we encourage faculty to apply for the full cost of travel.
- ❖ **Awards are for projects undertaken between July 1, 2021 and June 30, 2022. All monies must be disbursed by June 30, 2022.**
 - Awardees will need to complete CUNYfirst travel procedures to receive funding: you must first submit a Travel Authorization through CUNYfirst (ideally 30 days before travel, and certainly before June 20th). Then, when you return from your trip, you must submit a Travel Expense Report in CUNYFirst for reimbursement of the amount you are awarded. Contact your department's Travel Liaison (see page 5 for contact information) for assistance with submitting the expense report for your EDIT award in CUNYfirst.

APPLICATION GUIDELINES

1. EDIT applications will soon be available online at <https://www.laguardia.edu/edit/application/>
ATTENTION: This application form will not save your data unless you use Adobe Acrobat Professional.

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. **After printing out the fillable application, sign and date documents before submission.** Electronic signatures are acceptable.

Submit your completed EDIT application to Dropbox at:
<https://www.dropbox.com/request/77aeHmfY4wBPTqQZAu2J> in the form of a pdf document with all supporting documents included at the end of the pdf.

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/irb/> 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 note LaGuardia Community College as 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 below for further instructions.
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. 8 of the application)

Provide a complete budget that specifies the items for which the EDIT grant funds will be used. As mentioned on p. 2, **please include the full expense of any conference registration fees you incur in your budget.** On the pdf you submit to the dropbox, **the application must be followed by copies of receipts for all items requested.**

In preparing your budget, review the Eligibility & Award Criteria section of this application (page 2) which lists the type of expenses funded by EDIT. 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. Be sure to indicate whether you are providing the **ACTUAL** or **ESTIMATED** cost of an item. If you don't have all your receipts before the application deadline, submit your application by the deadline, and then send copies of the missing receipts to Dropbox at: <https://www.dropbox.com/request/77aeHmfY4wBPTqQZAu2J> as soon as you have them.

Per diem requests will be granted only for conference presentations. 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. 8). Try to use public transportation, but if that is not possible, make sure taxi fares are not excessive.

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

❖ **Conferences & Invited Lectures (Domestic & International)**

- Evidence of Activities—Conference acceptance letter, conference program (copy of page with your panel's listing and LaGuardia affiliation; formal invitation for invited lectures).
- Receipts for Expenses—Hotel, travel (air, train, bus, taxi, car); per diem rate for 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, invitation to attend.
- Receipts for Expenses—Registration fees, hotel, travel (air, train, bus, taxi, car).

Do Not Provide Original Documentation. EDIT only accepts copies! Highlight and label expenses on receipts that are included in your budget. Convert prices given in foreign currencies to dollars. Black out 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>Anita Baksh, Co-Chair</i>	(718) 730- 7507	abaksh@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	luskinfo@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</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>Deijy 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 Bazelais</i>	5203	C-745
<i>Library</i>	<i>Silvia Lin Hanick (Acting Chair)</i>	5480	E-201A
<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

YOUR SUBMITTED APPLICATION SHOULD INCLUDE ONLY PAGES 6-9 AND ALL SUPPORTING DOCUMENTATION

**Fall 2020 EDIT Application
Professional Development Grant Application LaGuardia Community College**

1a. Name: <input style="width: 95%;" type="text"/>	1b. Title: <input style="width: 95%;" type="text"/>
2a. Department: <input style="width: 95%;" type="text"/>	2b. Mailbox: <input style="width: 95%;" type="text"/>
3a. Email Address: <input style="width: 95%;" type="text"/>	3b. Phone: <input style="width: 95%;" type="text"/>
3. Amount Requested: <input style="width: 95%;" type="text"/>	

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. The 5th and 6th categories are for attending workshops, seminars, and conferences, not for presenting.

5. Project Information:

<ul style="list-style-type: none">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. Briefly State How Project Supports Tenure, Promotion, and /or the College's Strategic Plan:

7. Abstract

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

8. Evaluation

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

9. 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)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
Total		\$	
Any additional notes:			

13. _____
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 Spring 2022 EDIT cycle, a note from department Chair can be substituted for signature.

CHECKLIST:

- 1. Did you include evidence of your EDIT project activities such as your conference acceptance letter, the conference program (copy of 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, including per diem rates for conference presentations, 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).**
- 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. 8).**
- 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?**

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.