



# **Class of 1960 Adjunct Faculty Research Fund**

**Barnard College**

**19 January 2023**



# **AGENDA FOR WORKSHOP**

- **Introduction to the Adjunct award**
- **Details on the application and process**
- **Grant writing best practices**
- **Budgets and best practices**
- **Contact information**
- **Q&A and discussions**

# **BACKGROUND ON THE AWARD**

- **New research grant at Barnard, AY20-21 was inaugural year**
- **Thank you to donors and to Linda Kerber and Muriel Lederman for their leadership**
- **Goal: Support adjunct faculty members to reach their full creative potential with this grant support**
- **Grant of \$10,000 will be awarded to one adjunct instructor**
- **Recipient will be selected by the Barnard College Provost upon recommendation by the Grants Committee.**

# **CURRENT COMMITTEE MEMBERS**

**Division I : Elizabeth Hutchinson (Art History)**

**Division II : Elisabeth Bauer (Biology)**

**Division III : Thea Abu-El Haj (Education)**

**Division IV : Elizabeth Bernstein (Women's, Gender & Sexuality Studies)**

**At-Large : Pamela Cobrin (English)**

**At-Large : Lisa Tiersten (History)**

# AY20-21 AWARD DETAILS

- The Grants committee received an excellent set of proposals:
  - Dance, English, Biological Sciences, Music, Theatre, and Architecture
  - Proposals were of high quality across a broad range of topics
  - Cycle was highly competitive
- **Single award: Irina Veronova, Architecture:**
  - **Title:** The Inclusive Education Classroom: A Spatial History
  - **Abstract:** Inclusive education – a reform movement that grew out of special education in the United States in the 1990s - advocated for the inclusion of special needs students in the general education classroom. In public schools, inclusion was supported by new laws, policies and curriculum approaches. Yet how did it impact classroom design standards? This research will examine the impact of the inclusive education movement on the physical space of the classroom. It will establish a historical and theoretical context for defining inclusion and its intersecting identities and trace the evolution of classroom design standards in parallel to changes in policy and pedagogy

# AY21-22 AWARD DETAILS

- The Grants committee received an excellent set of proposals:
  - Largely from arts faculty in AY21-22: Dance and Theatre
  - Proposals were of high quality across a broad range of topics
- **Single award: Caitlin Trainor, Dance:**
  - **Title:** Fact or Fiction, A Game Show!
  - **Abstract:** At this time of cultural fracturing, live performance is needed to unite communities. Live arts have potential to connect and uplift people, and also to assist in navigating the challenges of a 'post truth world', while reviving the field of dance after devastating losses of the pandemic. Individual artists must consider how to create work that is relevant, engaging and vital to people new to viewing dance as performance. Using game based methods, interactive technologies and skilled formal craftsmanship, I will create "Fact or Fiction? A Game Show", wherein audiences vote on the veracity of dramatic, humorous and poignant stories told through movement.

# IMPORTANT DATES

**January 24, 2023**

**Applications submitted to Grants Committee via Bobby O'Rourke ([rorourke@barnard.edu](mailto:rorourke@barnard.edu)) & Tina Simpson ([tsimpson@barnard.edu](mailto:tsimpson@barnard.edu))**

**February/March 2022**

**Grants Committee discusses adjunct awards**

**Early May 2022**

**Winner of Adjunct Award announced**

**June 2022**

**Funds available to begin spending**

# APPLICATION CHECKLIST

- **Adjunct Faculty Grant Application Cover Page with Chair's Signature**
  - Application available on Forms & Guidelines page in Barnard Portal
- **Description of the Project (limit 2 - 4 pages)**
- **Budget Worksheet or Itemized Budget**
  - Preferred budget sheet available on Forms & Guidelines page in Barnard Portal, "Faculty Research Grant Budget Worksheet"
  - Fringe/benefit rates noted on budget worksheet (available on "Forms & Guidelines" in Barnard Portal)
- **Abbreviated CV (Limit 2 pages, include recent publications)**
- A list of all existing/pending internal and external grants and other sources of funding with current balance in each account.
- Institutional Review Board Human Subject Protections or IACUC Approval, when applicable

The committee will not consider incomplete applications.



# ELIGIBILITY

**Adjunct faculty of any rank who meet the criteria below may apply:**

- Must have taught at Barnard for a minimum of three years (at least one class per academic year across three academic years)
- Must be appointed to teach at Barnard during the academic year following the receipt of the Award.
- An adjunct faculty member who holds a tenure-track or reviewed and renewable instructor position at another institution is not eligible to apply

# GRANT WRITING AND BUDGETING BEST PRACTICES





# Institutional Funding & Sponsored Research

- Barnard's "Grants Office": Kayla McCaffrey, Kari Steeves, Pamela Tuffley, Liane Carlson, Mark Godwin
- We support faculty in the development and submission of proposals for funding.
  - <https://barnard.edu/provost/research/funding-sponsored-research>
  - Email us for consultation: [mgodwin@barnard.edu](mailto:mgodwin@barnard.edu)
  - Newsletter: [lcarslson@barnard.edu](mailto:lcarslson@barnard.edu)
  - Office Hours: First Friday of each month, 10-11AM, via zoom
- Best Practices
  - Proposal Narrative: Audience, Structure, Content (Mark)
  - Budgeting (Pamela)



# “Consider” Your Audience

- *Think* about your audience: Who are they? What does this mean for you?
  - Grants Committee: Six faculty members, all academic divisions represented
  - Write for a general scholarly audience
  - Don't make assumptions; avoid jargon
- Be *considerate* of your audience
  - The committee will have stacks of proposals to read.
  - Make it easy for them to grasp what you're proposing, and why it matters.
  - Use headings, white space
  - Use clear, concise prose.
- *Full Disclosure: I sit on the Grants Review Committee as a non-voting member in a consulting role.*





# Proposal Structure

One size does not fit all, but...

1	2	3	4
<b>Introduction/ Significance</b>	<b>Background/ Literature Review/ Preliminary Results</b>	<b>Methodology/ Programmatic Elements</b>	<b>Schedule/ Milestones/ Deliverables</b>



# Proposal Content

1

## Introduction/Significance

What is the significance of your project and what are the “stakes” for your field?

2

## Background

Where does the project fit within the ongoing scholarly conversation about the topic?

3

## Methodology/Programmatic Details

Depends on the project, but you should be explicit and detailed.

4

## Schedule/Milestone/Deliverables

What? When? Where? Use a graphic.



# Don't Forget...

## *YOURSELF*

*How did you become interested in this topic?*

*How will this project build on/diverge from your past work?*

*How will this project contribute to your scholarly trajectory?*



# Tips & Support

Start early.

Plan to go through multiple drafts.

Ask for feedback:

*Someone in your field*

*Someone in another field*

*A knowledgeable “lay” person (Sponsored  
Research team can play this role)*





# Proposal Budget

*The proposal budget is the financial expression of a program/project*

- Often, the budget is the first document that reviewers read, therefore:
  - Expend equal effort on budget as with other parts of the proposal
  - It may be beneficial to compile the budget as the first step before tackling the proposal narrative
- Budget should tell a story - reviewers should be able to tell what you're going to do based on the budget
- The budget narrative is encouraged, as it is an opportunity to fully describe and justify proposed expenses



# Project Budget cont'd

*Complete and realistic budgets build credibility*

- Don't overestimate expenses
- Provide quotes from vendors/service provider
  - Avoid round numbers
  - Include descriptions in the Notes field of the Budget Worksheet (i.e., for train travel, Amtrak, NY - Boston, \$78 RT)
  - Fully justify all expenses - use Notes field in budget template and longer descriptions/justifications in budget narrative
- Conduct a side-by-side comparison to ensure alignment between budget and project description

# BUDGET FAQ

- Itemize expenses (“line-by-line” budget)
- Fringe (aka “benefits payment”) is necessary whenever you are paying a **Barnard employee** (student worker, research assistant, instructor summer salary, stipends, etc.)
- Allowable expenses include (but are not necessarily limited to):
  - Stipends, summer salary, research assistant payments
  - Childcare (taxable expense, submitted through payroll)
  - Travel/accommodations
  - Food (\$100/day limit)
  - Registrations, memberships, subscriptions
  - Subventions, editing/publishing costs
  - Outside contractor payments
  - Supplies/research materials

# THE BUDGET WORKSHEET

Home > Faculty Matters > Faculty Forms & Their Guidelines

## Faculty Forms & their Guidelines

### Grant Information & Forms

- Faculty Conference Travel Grants
  - Faculty Conference Travel Grant Guidelines
  - Faculty Conference Travel Grant Application
  - Faculty Conference Travel Grant Expense Report (Excel format)
- Faculty Research Grants/SAPLs
  - Faculty Research Grant/SAPL Policy
  - Faculty Research Grant Application/Special Assistant Professor Leave (SAPL) Supplement Application
  - Faculty Research Grant Budget Worksheet (Excel format)
- Adjunct Faculty Research Grant
  - Adjunct Faculty Research Grant Policy
  - [Adjunct Faculty Research Grant Application](#)



# Resources

- Gillis, C.M. (2008). Writing Proposals for ACLS Fellowship Competitions. Retrieved on December 7, 2021 from: <https://www.acls.org/wp-content/uploads/2021/10/Writing-Fellowship-Proposals-1.pdf>
- Cronan, M., & Deckard, L. (2016). New Faculty Guide to Competing for Research Funding.

# CONTACTS

- Bobby O'Rourke - [rorourke@barnard.edu](mailto:rorourke@barnard.edu)
- Tina Simpson - [tsimpson@barnard.edu](mailto:tsimpson@barnard.edu)
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