

## **GUIDELINES FOR THE NEW YORK UNIVERSITY GLOBAL FACULTY FUND**

The Global Faculty Fund (hereafter GFF) for Global site-based faculty, supports faculty initiatives at NYU's Global Sites that are undertaken in partnership with NYU schools and departments for the following purposes:

1. *To enhance existing site courses:* This may include developing field-based experiential education projects, incorporating writing tutorials in classes, covering expenses associated with student team projects and undergraduate research, creating materials that will bring a local perspective to textbooks, and using technology to enhance teaching (e.g., creating podcasts, online databases, apps, and wikis).
2. *To develop multi-site projects:* These may include conferences and workshops, in-person or online, which are related to teaching or course enhancement.
3. *To promote faculty development:* Examples include attending conferences and workshops, purchasing books and subscriptions, and commissioning translations—provided that these activities are connected to a course that the lecturer is teaching.
4. *To facilitate faculty collaboration by travel to New York or other global academic centers:* Funds may be used for short-term travel to meet with departmental and school colleagues in New York and colleagues at other global sites. The meetings should have clear outcomes (e.g. enhancing course curriculum, collaborating on multi-site projects, etc.)

### **Before actually preparing a formal proposal, the lecturer should:**

1. Discuss the idea and its implementation with their Site Director, who will then consult with the Assistant Vice President, Global Academic Planning regarding the feasibility of the proposal.
2. If the Site Director and the Assistant Vice President, Global Academic Planning agree that the project should move forward to the next level, the lecturer should prepare the proposal for submission—**unless it involves travel to New York or a substantive change to a course, in which case a further step is required.**
3. If the proposed project involves travel to New York or a substantive change to a course, the site director will need to contact the chair of the relevant department or school in New York to assess the feasibility of the proposal. If the department chair also supports the proposed idea, the lecturer should then prepare the proposal.

### **Academic Criteria for Selection (not all may be relevant to every proposal)**

- Does the project promote collaboration among faculty at the site and from the sponsoring unit in New York?
- Does the project enrich teaching and learning in ways that appreciate the local context and culture, and are consistent with the site's priorities, as identified by the relevant Site-Specific Advisory Committee?
- Does the project have the potential to make a significant, lasting impact beyond the funding period? If ongoing, is the project sustainable?
- Does the project draw effectively on available institutional resources and expertise?

- Does the budget reflect real needs? If opportunities for cost sharing with other NYU units or external sources exist, are they reflected in the budget?
- Does the proposal include learning objectives and an assessment plan?
- (For travel grants only) How will the proposed travel enhance the applicant's course or align academic interests between the applicant's global site and the relevant academic unit in New York?

### **Selection Process**

Proposals will be reviewed twice a year, with the following submission deadlines: **October 15 and March 15**. Please see details in the *Submitting Your Proposal* section below. Proposals will be reviewed by a committee consisting of: the Senior Academic Convenor for the Global Network (who will convene the selection committee), the two Associate Vice Chancellors for Global Network Academic Planning, and the Assistant Vice President, Global Academic Planning. Preference may be given to sites and individuals that have not received a GFF grant in the prior two years. Grantees will be expected to submit a brief report describing the outcomes and future contributions of the project. Reports will be due no later than one year (12 months) after the grant is awarded.

### **Proposal Format**

1. **Section One: Project Proposal.** The following materials should be submitted in ONE electronic document:
  - a. Face Sheet with the following information:
    - i. Project title
    - ii. Project leaders(s), with their lecturer title(s), site and/or school and departmental affiliations, address(es), telephone number(s), and E-mail address(es).
    - iii. Additional project participants, with titles and affiliations.
    - iv. Amount of funding requested.
    - v. Timeframe (term and year) for carrying out the proposed project. Proposals should be submitted one semester prior to the proposed start of the project. Funds must be spent during the fiscal year in which they are disbursed (September 1–August 31); proposed projects should, therefore, have a reasonable scope and focus, allowing for completion during this timeframe. (Projects selected for funding can be deferred to the next fiscal year.)
    - vi. Abstract (one paragraph, including a clear statement of objectives).
  - b. Project Statement of no more than two double-spaced pages, including:
    - i. • Clear statement of purpose, scope, and strengths of the project and its relation to the GFF criteria (no more than one page).
    - ii. • A summary of projected outcomes and sustainability of project (no more than one page).
  - c. Budget: The GFF provides awards of up to \$5,000. These funds are restricted to those expenses that are itemized in the proposal's budget, and the selection committee may require changes to the budget before funds can be administered. Although a committee

will assess each proposal according to a standard set of academic criteria, funds are administered differently for each site, in accordance with local labor laws and tax regulations. For this reason, expenditures associated with your project may have to be handled exclusively by the site or, when appropriate, the sponsoring unit in New York. Additionally, GFF funds cannot be used toward any employment arrangements, such as employing research assistants. **Please see the [suggested GFF budget guidelines](#) for detailed instructions on how to prepare your proposal's budget, as well as to learn about restrictions on how funds may be used.**

2. **Section Two: Supplementary Materials.** The following should be submitted in a SEPARATE electronic document. Be sure to include the name(s) of the project leader(s) and the project title on each document.
  - a. Brief Approval Statement from Site Director(s).
  - b. Brief Approval Statement from Department Chair(s) (required if the proposal entails travel to New York or a substantive change to an existing course).

### **Submitting Your Proposal**

Submit your proposal and statement(s) of support to [global.facultyprograms@nyu.edu](mailto:global.facultyprograms@nyu.edu) with the subject "**GFF Proposal Submission.**" NYU email will be used for all communications. For Spring 2020 projects, submit all materials no later than **October 15, 2019**, applicants will be notified by the week of December 3rd, 2019. For Fall 2020 projects, submit all materials no later than **March 15, 2020** applicants will be notified the week of April 29th 2020.