ROUTING SHEET: Early Start Program

Faculty Applicant: _____________________________________________________

Applicant Department: _______________________________________________

Project Title: _______________________________________________________

Applicant Signature __________________________ Date ________________

Signature denotes support:

Department Chair __________________________ Date ________________

Dean __________________________ Date ________________

Provost __________________________ Date ________________

Proposal must be completed, signed, and sent to your Department Chair (either electronically or hard copy), with a copy to the Dean, by 4:30 pm the second Monday in May.
GUIDELINES: Early Start Program (ESP)

This program is designed to provide support for newly-appointed first year tenure-track or tenured faculty in their research or creative activity programs by granting a summer stipend to those faculty who choose to come to the SUNY Oswego campus significantly prior to the start of the academic year. Only those scholarly and creative projects that have the hiring Chair’s support and will culminate in extramural grant applications will be supported.

DEADLINE: A paper copy of your proposal must be completed, signed by you, and sent to your department Chair (either electronically or hard copy), with a copy to the Dean, by 4:30 pm the second Monday in May (or earlier). It is the responsibility of your department Chair to do his/her part within the specified time, deliver it to your Dean, and advocate on your behalf as to your ability to write a potentially fundable extramural grant.

ELIGIBILITY: A goal of this program is to extend its benefits to a very limited pool of applicants. Only new hires, tenured and tenure-track faculty are eligible. The following restrictions also apply:
► Faculty must start working at SUNY Oswego the first week of July of the year hired.
► Proposal applications must be received by 4:30 PM by the second Monday in May.

FORMAL PROGRAM REQUIREMENTS:
The faculty member must have written an extramural grant application ready for submission by the end of the summer. The application may be submitted to the funding agency at the appropriate time. The faculty report using the appropriate guidelines must be submitted to your Dean by September 1st. Guidelines for faculty reports for SCAC funded projects are on the ORSP website. The complete draft of the proposal for extramural funding must be included with this report.

FUNDS: Faculty may apply for funds that cannot exceed $5,000. A faculty member may hire an assistant or receive a stipend himself/herself. Other support may be requested. However, the expectation is that the faculty member will spend his/her time on campus settling in, preparing for his/her further obligations, while concentrating on the preparation of their first extramural grant application using the Office of Research and Sponsored Programs at SUNY Oswego. The ESP funds are not considered part of your start-up funds.

PROPOSAL FORMAT
The ESP application should be concise, single-sided and double-spaced (excluding routing sheet, curriculum vitae, and appendices). Extraneous documentation is discouraged.

1. Description of the Future Proposal (Required, 2 pages maximum):
This description must be complete and specific. Write clearly and persuasively so that the non-expert reviewers can understand and appreciate your project. The description should address the following areas with equal emphasis on (a) to (d).
   a. Scholarly or Creative Context, and Significance: Discuss the broader significance of your work. Explain how your work relates to work that has been done by others: you may include a brief review of the existing literature and the relevance of your project, a discussion of artistic or literary influences, or the theoretical or cultural tradition in which you are working.
   b. What funding sources have you considered? Have you contacted the corresponding Program Directors? Why do you believe your proposed project is fundable?
   c. Briefly describe your project and your role in the project. Do you have any collaborators who could help you with your future application?
   d. Budget: How large is your proposed grant? Is it reasonable given your publication and previous grant record?
2. **Curriculum Vitae (Required):** Provide a 2-page (maximum) vitae highlighting relevant research or creative activity.

3. **Appendices (Not required):** If included, appendices must be kept brief, and should include only critical materials needed to evaluate the merits of the proposal.

**The primary criteria** to be used in prioritizing funding for proposals will include consideration of the following:

- Perceived ability of the applicant to receive an extramural grant.
- The proposed budget for the extramural grant.
- Potential significance of contribution and the scholarly/creative context.

**Proposal Checklist:**

1. Cover/Routing sheet
2. Description of your future proposal (maximum of 2 pages, double spaced)
3. Curriculum Vitae (2 pages maximum)
4. Appendices (Optional)
5. Electronic or paper copy to your Chairperson by 4:30 pm the second Monday in May (or earlier) with a copy to your Dean.