

# APPLICATION GUIDELINES

## EARLY START PROGRAM (ESP)

**Deadline: Second Monday in May by 4:30 pm**

The Early Start Program (ESP) at SUNY Oswego 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 members 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 signed electronic copy (PDF) of the APPLICATION ROUTING SHEET and an electronic copy (PDF) of your proposal and supporting documents must be completed and sent to your department chair, with copies to your dean and Associate Provost for Research Development and Administration, by 4:30 pm the second Monday in May (or earlier).

**APPLICATION REVIEW, PAPERWORK ROUTING, AND AWARD DECISION:** It is the responsibility of your department chair to do their part within the specified time to review your application, sign and send the routing sheet to your dean, and advocate on your behalf as to your ability to write a potentially fundable extramural grant. Following review of the application, your dean will sign and forward the routing sheet to the Associate Provost for Research Development and Administration. Your department chair, dean, and the Associate Provost for Research Development and Administration will review and discuss your proposal within 1 week following the deadline and make a formal recommendation to the Provost regarding your candidacy for an ESP award. The final decision as to whether an ESP award is made or is not made lies with the Provost.

**ELIGIBILITY:** This program is designed to be competitive and can be awarded to only a subset of promising applicants. Only newly appointed tenured and tenure-track faculty are eligible. The following restrictions also apply:

- Faculty must be eligible to start working at SUNY Oswego the first week of July of the year hired.
- Faculty must possess terminal degree.
- Proposal applications must be received by 4:30 PM on the second Monday in May.
- For off-cycle hires, start dates and proposal applications will be determined by the appropriate dean.

**FORMAL PROGRAM REQUIREMENTS:** A faculty member participating in ESP must schedule two (2) meetings with Office of Research and Sponsored Programs (ORSP) staff: the first meeting will occur within 2 weeks of the start of the program to discuss their overall ESP plan, solidify a grant proposal outline, and identify potential funding sources; the second meeting will be scheduled to occur during the first week in August to discuss proposal progress and to create a budget based upon funding source guidelines. ORSP staff will be available during the summer outside of these required meetings to assist in proposal development and to answer any questions that may arise. The awardee must have written a competitive extramural grant application that is submission-ready before the fall semester begins. A final version of the proposal must be submitted to the identified funding agency by spring semester of the awardee's first year at SUNY Oswego.

An [ESP Routing Sheet](#) along with a submission-ready draft of the proposal and budget for extramural funding must be submitted to the Associate Provost for Research Development and Administration by

September 1<sup>st</sup> in order to receive the final distribution of ESP funds.

**FUNDS:** Faculty may apply for funds up to \$5,000. Faculty members may hire an assistant (including students) or receive a stipend themselves, or utilize the funds to support other types of expenses. However, the expectation is that the faculty member will spend their time on campus settling in, preparing for their future campus obligations, while concentrating on the preparation of their first extramural grant application under the guidance of the Office of Research and Sponsored Programs at SUNY Oswego. ESP funds are not considered part of your start-up funds.

Moreover, it is important to note that your citizenship, residency, or visa status will impact how you receive ESP funds.

***ESP Faculty who are U.S. citizens/permanent residents or hold visas that do not restrict temporary employment:*** These individuals will be placed on The Research Foundation for SUNY payroll in order to receive fellowship fund disbursements. After the completion of the program, these awardees will receive a Research Foundation Payment Reporting Memo indicating the level of fellowship funds received and suggesting the individual consult with a tax attorney for guidance as to how such funds should be reported to the IRS for tax filing purposes.

***ESP Faculty holding more restrictive visas (i.e., H-1B):*** In cases where employment is restricted to the employer listed on the visa, such as an H-1B visa, these individuals will receive installments through the SUNY Oswego payroll system. Disbursements via the SUNY Oswego payroll system are treated as wages and are subject to applicable federal, state, and payroll taxes/deductions. You can find more information on visa classification and employment restrictions on the Research Foundation for SUNY website: [https://portal.rfsuny.org/portal/page/portal/procedures/per\\_summary-visa-types-employability-visa-holders\\_pro.htm](https://portal.rfsuny.org/portal/page/portal/procedures/per_summary-visa-types-employability-visa-holders_pro.htm)

**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) through (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 the funding request for your proposed grant? Is it reasonable given your publication and previous grant record?

**2. Curriculum Vitae (Required, 2 pages maximum):** Provide a 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:**

- Potential significance of the project with respect to scholarly/creative context and contribution to the campus research/scholarly/creative environment.
- Perceived potential success of the applicant to receive an extramural grant based upon past scholarly/creative accomplishments, extramural grant sponsor selected, and project activities proposed.
- Alignments of the proposed extramural grant budget with planned project activities.

**PROPOSAL CHECKLIST:**

- [Routing sheet](#) (signed by applicant)
- Description of your future proposal (required; 2-page maximum, double spaced)
- Curriculum Vitae (required; 2-page maximum)
- Appendices (Optional, but must be directly relevant to the proposed activity)
- Electronic PDF copy of signed Routing Sheet, proposal, and supporting documents to your Department Chair by no later than 4:30 pm the second Monday in May (or earlier) with a copy to your Dean and Associate Provost for Research Development and Administration ([william.bowers@oswego.edu](mailto:william.bowers@oswego.edu)). If you are an off-cycle hire, the proposal due date will be determined by your Dean.