

APPLICATION GUIDELINES

SHINEMAN ENDOWED FUND @ SUNY OSWEGO GRANT PROGRAM

Fall Round LOI Deadline: September 15th by 4:30 pm
Fall Round Application Deadline: October 15th by 4:30 pm

Spring Round LOI Deadline: February 15th by 4:30 pm
Spring Round Application Deadline: March 15th by 4:30 pm

The Shineman Foundation Endowed Fund @ SUNY Oswego was established by Richard S. and Barbara P. Shineman to advance the educational and cultural mission of the State University of New York at Oswego. The goal is to fund projects in a way that will be most impactful in size and scope to affect the larger campus and regional community. Priority consideration will be given to projects that are collaborative and interdisciplinary. Additionally, large-scale projects will be judged on their sustainability potential after initial funding.

The application process is coordinated by the Office of Research and Sponsored Programs (ORSP) and consists of 2 stages: **Letter of Intent (LOI)** and **Full Grant Application**.

Letter of Intent (LOI): Fall Round deadline is September 15th; Spring Round deadline is February 15th.

IMPORTANT: An approved Letter of Intent, as indicated by a provided Shineman Endowed Fund LOI Approval Code is REQUIRED prior to preparation and submission of a Full Grant Application.

Grant Applications: Fall Round deadline is October 15th; Spring Round deadline is March 15th.

There are 2 types of grants offered through this opportunity:

Small grants: requests for \$4,999 or less

Large grants: requests for \$5,000 or greater

The intended use of the fund is to support activities such as (but not limited to) the following:

- Research, scholarly and creative activities conducted by the faculty of SUNY Oswego;
- Educational opportunities (webinars, lecture series, panels) sponsored by the faculty of SUNY Oswego;
- Educational programs offered by and/or on campus for elementary, middle school and high school children;
- Speakers on campus (current topics, student clubs, Commencement);
- Campus productions in art, theater and music that provide performance opportunities for students, and viewing by campus community and local/regional community;
- Applied learning and/or civic engagement activities and projects that involve curricular, co-curricular or extracurricular student participation on campus or in the local/regional community; such projects would be similar to the campus Grand Challenges Project; and
- Other scholarly and/or cultural programs on the SUNY Oswego campus for the benefit of the campus community and the local/regional community.

PRIORITIES AND ELIGIBILITY: The committee will prioritize projects that are collaborative, interdisciplinary, and beneficial to the local community. Additionally, large-scale projects will be judged on their sustainability after initial funding. The college's Shineman Endowed Fund is available on a competitive basis to SUNY Oswego campus members only. ***Principal Investigators may not submit a new grant proposal to the committee while a previously funded Shineman Endowed Fund project remains active.***

Please direct program-related questions to shinemanendowedfund@oswego.edu.

GUIDANCE FOR PREPARING YOUR SHINEMAN ENDOWED FUND @ SUNY

OSWEGO LETTER OF INTENT AND GRANT APPLICATION

1. Letter of Intent

An approved Letter of Intent (LOI), as indicated by a provided Shineman Endowed Fund LOI Approval Code, is REQUIRED prior to preparation and submission of a Full Grant Application.

The LOI stage is designed to streamline the proposal writing and review processes. The [LOI Google Form](#) requests basic information (applicant name, department, project title, proposed budget amount, project start and end dates, and primary area of focus), along with a project description (3500-character count maximum).

Each submitted LOI will be expeditiously reviewed by the Shineman Endowed Fund Stewardship Committee to determine if the request is sufficiently aligned with the funding program's intentions. If the LOI is approved, the applicant will be notified, and an approval code will be provided to the Office of Research and Sponsored Programs to initiate the preparation of a full application (see Section 2 below).

Please direct any questions regarding the LOI stage to shinemanendowedfund@oswego.edu.

2. Grant Submission

All application materials for Shineman Endowed Fund full proposals are submitted via the [Grant Application Submission Google Form](#), in coordination with the SUNY Oswego Office of Research and Sponsored Programs (ORSP).

When accessing the Google Form, the applicant will be prompted to identify the type of grant being submitted.

There are 2 types of grants offered through this opportunity:

Small grants: requests for \$4,999 or less

Large grants: requests for \$5,000 or greater

For **Small Grant Applications**, applicants will be prompted for their LOI Approval Code (provided to ORSP), applicant/principal investigator (PI) information, project title, amount requested, project start and end dates, and primary area of focus. Applicants will also upload a detailed project narrative, budget, budget justification, Curriculum vitae for PI and co-PIs, and a fully signed [SUNY Oswego Grant Proposal Routing Sheet](#). In the Project Narrative document, the applicant is asked to provide a clear and concise summary of the project or proposed work, including pertinent background information/scholarly or creative context, rationale/perceived need, methods/procedures/plans, and intended impact to campus and/or Oswego community. Maximum three (3) single-spaced pages (1-inch margins); Font: Times New Roman @ 12 point or Arial @ 11 point.

For **Large Grant Applications**, applicants will be prompted for their LOI Approval Code (provided to ORSP), applicant/principal investigator (PI) information, project title, project summary (abstract), amount requested, project start and end dates, and primary area of focus. Applicants will also upload a detailed project narrative, budget, budget justification, Curriculum vitae for PI and co-PIs, and a fully signed [SUNY Oswego Grant Proposal Routing Sheet](#). In the Project Narrative document, the applicant is asked to provide a clear and concise summary of the project or proposed work, including pertinent background information/scholarly or creative context, rationale/perceived need, methods/procedures/plans, and intended impact to campus and/or Oswego community. Maximum six (6) single-spaced pages (1-inch margins); Font: Times New Roman @ 12 point or Arial @ 11 point.

NOTE: Both application types allow applicants to upload pictures, video, and/or audio files that may be pertinent to the proposed project.

3. **Project Progress Reporting**

If you receive an award, an electronic copy of an **Interim** or **Final Report** needs to be submitted to the Shineman Endowed Fund Stewardship Committee by **October 1st** of the year following the award date, and if necessary, annually thereafter until a Final Report is submitted. Please refer to the reporting guidelines for this grant program at www.oswego.edu/grants. Any delay in filing an Interim or Final Report may hamper your prospects for future grant awards.