Scholarship

1. Articulate Your Scholarship Goals
   a. Will this be research? Creative work?
   b. What products do you wish to create?
   c. Is this a continuation of previous work? New work? Collaboration with former or current colleagues?

2. Determine What Resources You Need:
   a. Money – grants
   b. Time [remember your 24 hours of contractual reassigned time]
   c. Space
   d. Equipment
   e. Library Resources
   f. Primary Sources
   g. Travel
   h. Intellectual Capital; help in planning? Analyzing?
   i. Labor
   j. Software
   k. Permissions

3. Obtain necessary safety and research training (see references, below)
   a. *For information about IRB approval:* Alex Wolf, x 5525, Alexander.Wolf@bcc.cuny.edu
   b. *Procedures at BCC:* http://www.bcc.cuny.edu/faculty-staff/grants-research/
   c. *CUNY-wide training on Basic Research and Human Subjects Research:* CITI Research Compliance Training (includes Responsible Conduct of Research, Human Subjects, Animals, Conflicts of Interest): http://www2.cuny.edu/research/research-compliance/training-education/citi-training/
   d. *BCC Safety Training:* Abner Felix, ME 211, x5811, Environmental Health & Safety Office

4. Register your desire with the Office of Grants & Contracts to submit a grant, by filling out a Proposal Registration Form: http://www.bcc.cuny.edu/faculty-staff/grants-research/proposal-registration-form/

5. Enlist help:
   a. Colleagues
   b. Julia Oliva, Grants & Partnership Director, PH 35, x5571;, Division for Advancement, Communication, & External Relations
   c. Dr. Nancy Ritze, Office of Institutional Research, Academic Affairs, LH 23, x5156, http://www.bcc.cuny.edu/about-bcc/institutional-research/
   d. PSC-CUNY workshops (watch for announcements)

6. Create a plan that involves:
   a. Obtaining resources (funding, space, materials, travel, etc.)
   b. Judicious use of your reassigned time
   c. Information Gathering/Research

      d. Analysis or creation
      e. Completion of final products before crucial reappointment, tenure, and promotion deadlines

7. A Few Tips:
      a. Keep to a reasonable number of projects (2 or 3, at most), with staggered implementation
      b. Consider breaking projects into smaller pieces that can be presented at meetings, written up as multiple papers, etc.
      c. Try to do at least one scholarly activity each year (grant proposal, presentation, paper, etc.)
      d. Make sure you know the expectations of your department (chair, P&B, senior members) and tailor your scholarship program to meet them
      e. Invite critique and discussion of your scholarship throughout the process (planning, grant writing, research, analysis, paper writing)
      f. Be realistic about your available time for scholarship during semesters that you are teaching
      g. Make sure that you know your audience: Which journal? Conference? Audience? What types of data do they usually want/ publish?
      h. Make time for PIVOT training – PIVOT is a "tool for discovering funding opportunities"

References:

- If your grant is funded, it will be administered through Rolly Wiltshire at The BCC Research Foundation: www.rfcuny.org
- CUNY Principal Investigator's Manual (applies to any research at CUNY): https://www.rfcuny.org/FilesDirectory/Research%20Conduct/documents/PI%20Manual.pdf
- Resources for Faculty Research at CUNY: http://www2.cuny.edu/research/faculty-resources/
- Research Compliance at CUNY: http://www2.cuny.edu/research/research-compliance/
- BCC Governance Plan: https://bcc-cuny.digication.com/msche_roadmap_documentation/Governance_Plan/published
- PSC-CUNY Contract: https://www.psc-cuny.org/contract/psc-cuny-contract
- BCC Faculty Handbook: http://www.bcc.cuny.edu/AcademicAffairs/FacultyResourcesGuides/?page=Faculty_handbook
- You can archive your scholarship in the publicly accessible CUNY Academic Works: http://academicworks.cuny.edu/