



**2024-25**

**Academic Innovation**

**IITG – OER**

**Comprehensive Grants Program**

# **Quick Start Guide**

**Navigating Program Application Tools**



You must use this address – it is a secure site



<https://online.suny.edu/iitg2/apply/>

## Apply

The 2023 projects have been selected and can be found on the [current projects page](#) of this website. Thanks to all who submitted a proposal! The next round will be announced sometime in early December 2023.

Sign Up to Be A Reviewer

Sign Up!

Search Entries:

Principal Investigator

### 2024 IITG Program Application & Support Materials

- Innovative Instruction Technology Grants (IITG) Program [Request for Proposals](#)
- ~~Stage One Ideation~~ Proposals are due Wednesday, January 17, 2024, at 11:59 pm in the [IITG Online Application Portal](#)
- Application [Quick Start Guide](#) (some portal features have changed from previous rounds)
- Informational Webinars will be scheduled (TBA) weeks of January 29th and February 5th.
- RFP Application Portal will open in parallel with the Town Hall Meetings (TBA).

**RFP Instructions Link**

**Link to RFP Form  
in Grants Portal**



The State University  
of New York

## Logon

Email Address\*

**Create new account - or use previous account**

Password\*

LOG ON

CREATE NEW ACCOUNT

[FORGOT YOUR PASSWORD?](#)

**PW Reset Option**

Welcome to the online grant management system used by the [SUNY Office of Research, Innovation, and Economic Development \(ORIED\)](#) and [SUNY Innovative Instruction Technology Grants \(IITG\)](#). Please be careful when selecting the appropriate funding programs for which you are applying. Thank you.

**Please Note: Grant Portal Now Used for Multiple SUNY Program Applications**



# Shared SUNY Application Portal

State University of New York




APPLY

## Applicant Dashboard

**Click "Apply" on SUNY Grant Applicant Dashboard**

Active Requests **0**

Historical Requests **8**

 You do not have any Active Requests. Click [Apply](#) to begin the application process.



SEARCH

TOOLS

COMMUNICATIONS

REPORTING

ROLE (ADMINISTRATOR)



Process Manager

2024-25 Comprehensive Academic Innovation (IITG & OER) RFP Part II Application / 2024-25 IITG RFP Form

Preview

Fields with an asterisk (\*) are required.

Contact Information for Person Submitting Application

Salutation (Applicant)\*

Please Select:

First Name (Applicant)\*

Last Name (Applicant)\*

Professional Role or Title (Applicant)\*

Please enter your role, e.g., "Director, Sponsored Programs" "Administrative Assistant" "Associate Professor" "Clinical Professor"

**Check that you're in the correct grant application:  
"Academic Innovation (IITG-OER)"**



## Click to Expand and Complete Each Section

Application Preview As Applicants QUESTION LIST

[Process Manager](#) / [2024-25 Comprehensive Academic Innovation \(IITG & OER\) RFP Part II Application](#) / [2024-25 IITG RFP Form](#) / [Preview](#)

Fields with an asterisk (\*) are required.

- > **Contact Information for Person Submitting Application**
- > Principal Investigator/Project Lead and Collaborators
- > Project Summary
- > Project Information
- > Assessment and Communications Plan
- > Budget & Administrative Support



## Details Regarding the Budget Section

### Budget Narrative\*

Please upload a document describing how the funds will be utilized if awarded (1 page or less). Include details on how your campus will meet the 25% cost share for proposals more than \$15,000 up to \$30,000 and the 50% cost share for proposals more than \$30,000 up to \$60,000.

UPLOAD A FILE [2 MiB allowed]

**Go to FAQ for Cost Share Info**

**\$0 - 15K = 0 Cost Share**  
**\$15 - 30K = 25% Cost Share**  
**\$30 - 60K+ = 50% Cost Share**

### Funding Cap Exception

If previously indicated in the project summary that this proposal will exceed the \$60,000 funding cap, you must attach a separate justification document detailing why the IITG funds should be invested in this manner, and how it aligns with broader campus planning for another anticipated source of funds to create transformational impact.

UPLOAD A FILE [2 MiB allowed]

**General Funding Cap = \$60,000 but may go up to 100K with detailed Justification**

### Project Budget\*

Download, complete, and upload the [IITG Budget Worksheet](#).

The budget narrative will "tell the story," but please use the "Brief Rationale for Line Item" (last column) to provide key words that clearly reinforce and connect the line expenditure to the narrative. Please note - you **MUST** use this budget worksheet. No substitutions will be accepted.

UPLOAD A FILE [2 MiB allowed]

**Link to Mandatory Budget Template**



**General Funding Cap = \$60,000 but may go up to 100K with detailed Justification**

## Budget Worksheet

### Project Budget\*

Download, complete, and upload the [IITG Budget Worksheet](#).

The budget narrative will "tell the story," but please use the "Brief Rationale for Line Item" (last column) to provide key words that clearly describe the budget request. **MUST use this budget worksheet. No substitutions will be accepted.**

UPLOAD A FILE [2 MiB allowed]

**Link to Mandatory Budget Template**

**Go to FAQ for Cost Share Info**

- \$0 - 15K = 0 Cost Share
- \$15 - 30K = 25% Cost Share
- \$30 - 60K+ = 50% Cost Share

**IITG Grant Funding Request**

**Campus Match\*\***

**Funding Request:** What you actually need in real dollars, to fund the proposal (personnel + OTPS\*) Justified both on the form (FTE) and in the budget narrative section

**Campus Match:** Asking for less than 15K? No match ("cost share") required. 15-30K requires 25% match, 30-100K = 50% match. In Kind Match can be reasonable value/portion of personnel time (inc. students), support staff, and services value.

\* **Other Than Personnel Spending** (e.g., supplies, hardware, travel, etc.)

Line Item	Description	Type: Faculty, Staff or Student	Effort (Est. FTE or hours)	IITG Grant Funding Request	Campus Match**
<b>Innovative Instruction Technology Grant Application</b>					
<b>Proposed Project Budget</b>					
Complete grey-shaded cells only; be sure budget narrative fully describes planned expenses and campus match.					
** Campus Match: 25% cost share for proposals more than \$15,000 up to \$30,000 and the 50% cost share for proposals more than \$30,000 up to \$60,000.					
Refer to this IITG FAQ for more budget details: <a href="https://online.suny.edu/iitg2/faqs/">https://online.suny.edu/iitg2/faqs/</a>					
<b>Personal Service/Personnel (indicate name, role &amp; campus if known)</b>					
1.			0.0	0	0
2.			0.0	0	0
3.			0.0	0	0
4.			0.0	0	0
5.			0.0	0	0
6.			0.0	0	0
7.			0.0	0	0
8.			0.0	0	0
9.			0.0	0	0
10.			0.0	0	0
11.			0.0	0	0
12.			0.0	0	0
13.			0.0	0	0
14.			0.0	0	0
15.			0.0	0	0
16.			0.0	0	0
17.			0.0	0	0
18.			0.0	0	0
19.			0.0	0	0
20.			0.0	0	0
21.			0.0	0	0
22.	Community Colleges Only: Fringe Benefit Expense (may be funding request OR campus match)			0	0
23.	<b>Subtotal, Personnel Expense</b>			\$0	\$0
<b>Other-than-Personal Service/Personnel (OTPS)</b>					
<b>Supplies &amp; Materials Items:</b>				<b>Purpose (if not obvious)</b>	<b>\$0</b>
14.			0	0	0
15.			0	0	0
16.			0	0	0
17.			0	0	0
18.			0	0	0
<b>Travel (list trips; OK to group trips for like purpose)</b>				<b>Purpose (if not obvious)</b>	<b>\$0</b>
19.			0	0	0
20.			0	0	0
21.			0	0	0
22.			0	0	0
23.			0	0	0
<b>Services (provide vendor name if known):</b>				<b>Purpose (if not obvious)</b>	<b>\$0</b>
19.			0	0	0
20.			0	0	0
21.			0	0	0
22.			0	0	0
23.			0	0	0
24.			0	0	0
25.			0	0	0
26.			0	0	0
<b>Equipment (hardware, software &amp; other equipment here):</b>				<b>Purpose (if not obvious)</b>	<b>\$0</b>
27.			0	0	0
28.			0	0	0
29.			0	0	0
30.			0	0	0
31.			0	0	0
<b>Subtotal, OTPS Expense</b>				<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL</b>				<b>\$0</b>	<b>\$0</b>





[online.suny.edu/iitg2/faqs/](https://online.suny.edu/iitg2/faqs/)

What if I need to make corrections to my grant application?  
Can I save my application during the process and return to it?  
Are there examples of successful past IITG proposals available to view?

#### Budget Questions

I don't deal with finances or purchasing very often. What do I need to know about IITG funds?  
Can an institution partner with a non-SUNY campus (or other entity)?  
Can we work with vendors outside of New York State? International?  
May I sub-contract a portion of my work to a vendor?  
When do funds need to be expended by?  
Do I need to include any campus overhead in my budget? (e.g., Income Fund Reimbursable (IFR))  
Do I need to run this proposal through my local campus Research Foundation office?  
Do I need to follow state procurement guidelines and get competitive bids for any materials supporting my proposal?  
Can this grant be used to fund faculty salary recovery (course buy-out) or other types of personnel expense (e.g., student assistance)?  
Can a portion of my salary or my student's salary be considered "in-kind"?  
May I budget funds from this grant for Summer Salary or extra service compensation (particularly in cases where reduced course load is not an option in my department)?  
When is extra service applicable?  
Do we need to pay individuals at their state salary rate?  
Do we need to calculate benefits as part of personnel expenditures?  
Are there any limits on how much can be spent on equipment vs. salary?  
Can these funds be used to support travel?

## FAQ's for Questions:

- **Application**
- **Budget**
- **Administrative**



**Chief Academic Officer: Provost, President, Vice President or Dean**

Chief Academic Officer\*

Please enter the name of your Chief Academic Officer (or designee) who should receive notification in the event an award is made.

Email Address: Chief Academic Officer\*

Please provide the email address for your Chief Academic Officer (or designee).

Contact Name: Research or Grants Administration Officer

If your campus requires you to coordinate with a sponsored programs office or central director or vice president of research, please provide the contact name. (Note: not all campuses require coordination with central research personnel. If your campus requires notification of another administrator such as a dean or director - provide that instead.)

Email Address - Research or Grants Administration Officer

Enter email address for the research administrator named above.

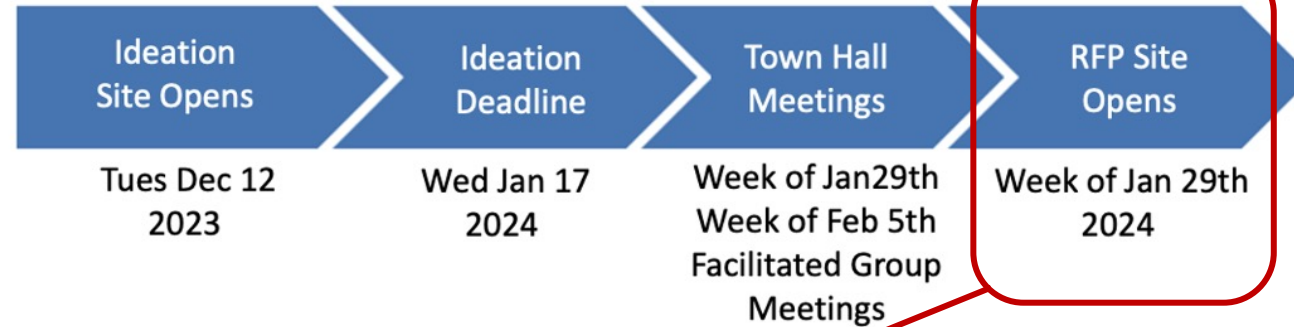
**Provide Grants Admin contact ONLY if your campus requires SUNY to notify this office**



## Next Steps: Phase 1 → Town Halls → Phase 2 RFP

Thank you for your interest in this Comprehensive Academic Innovation Program!  
**Following the Phase 1 Ideation & Town Halls, Applicants are Invited to Submit Phase 2 RFPs**

### Stage One Timeline:



### Stage Two Timeline





**2024-25**

**Academic Innovation**

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**Questions?**

**Email: [iitgrants@suny.edu](mailto:iitgrants@suny.edu)**