REQUIREMENTS FOR MINI-GRANT FUNDING

1. The mini-grant application form is to be used as a cover sheet for all proposals.

2. Exclusive of the title page (the mini-grant application form), the proposal should not be longer than three pages, but shorter proposals are preferred. The Faculty Council will review all proposals. Proposals should be specific and carry sufficient information about the proposed research or project to permit peer review, but it should be concise, clear and to the point. (Examples of previously awarded grants include purchase of data for research and software.)

3. The proposal should contain clear, definitive indication of its potential for generating outside funds and/or its potential for publication. Preference will be given to requests having high promise in this regard.

4. Include a budget by category listing specifically how funds will be spent. Also indicate any cost-sharing by a department and any additional outside funding and its source. There is no maximum on the total budget request, but the Faculty Council may place priority on requests less than $1,000 or may reduce requests that are greater than that amount.
   a. Budget requests for support personnel (student assistants, etc.) should be accompanied by a detailed explanation and justification. Applicants should ascertain that other possible support (e.g. Crimson Scholars currently employed in the department, graduate assistants whose time is not completely utilized) is unavailable.
   b. Faculty salaries can't be funded.
   c. Requests for travel should only be for the purpose of critically important data acquisition. Requests for travel for other purposes may be considered but will receive low priority.

5. In addition to the description of how the funds were spent, any research products or publications resulting from the support should carry acknowledgment of the source of support. Copies of any publications should be sent to Kathy Brook.

6. The requested period of the grant cannot extend past the end of the current fiscal year (June 30). All invoices, bills or charges must be reported to your department not later than June 15. Any charges that arrive after that date will have to be paid by the individual or the individual’s department.

updated 1/24/14