APPLICATION GUIDELINES

**STUDENT MINI GRANT (SMG) PROGRAM**

**Deadline: Applications are accepted on a semester-rolling basis.**

In collaboration with the Student Office of Research and Creative Activities (Student ORCA) of SUNY Oswego, the Scholarly and Creative Activity Committee (SCAC) offers the Student Mini-Grant (SMG) program to support students in their research, scholarly, and creative efforts (please see additional details in the sections below).

**SUBMISSION and REVIEW:** Submit your proposal *via* a [**Google form**](https://docs.google.com/forms/d/e/1FAIpQLSeP63Tx2FpqfGguKxTuSxEfyEbWW6vq91M74qASuTWr1uE4uQ/viewform). You and your faculty sponsor will be notified of a funding decision from the Student ORCA Director within 14 days of application. You may ask the Student ORCA Director any questions regarding the application process.

**ELIGIBILITY:** All undergraduate and graduate matriculated students participating in research, scholarly, or creative activities are eligible. Activities not directly associated with the development/execution of students’ coursework are prioritized. Senior and Capstone individual and class projects are allowed. Funding requests for books/supplies required for a regular class will not be granted.

**PROGRAM REQUIREMENTS: 1)** HSC/IACUC approval must be received for the human subject- or animal-involving projects before any money is spent. 2) Students who win this support must submit a final report *via* a Google form (link) using the appropriate guidelines as soon as the work is done or by May 1st of the year in which the work is to be completed. Final reports for SMGs received during the summer and early fall are due by the following year’s deadline, although an Interim report on May 1st is required if you are seeking SCA funding that academic year. A mentor must submit a report if the student fails to do so. The lack of a report will block the following application from a student sponsored by that mentor.

**FUNDS:** Students may apply for **up to $500** for their scholarly and creative activities. Immediate and urgent needs for supplies for potentially productive projects will be favored. Salary is notfunded. Travel to disseminate information is not funded *via* this mechanism. Travel activities to complete a SCA are fundable (please see the detailed explanation provided below.) Page costs are permitted. Any purchased equipment or specialized books will remain the property of SUNY Oswego. A maximum of $500 per student member annually will be funded. A maximum of $1,000 per faculty/mentor annually will be funded. Up to $5,000 will be funded each semester. The awards will be transferred to the faculty sponsor’s departmental accounts.

**PROPOSAL FORMAT:** The Google form will require basic information about you and your mentor and a well-written proposal (single pdf) attached. Work with your mentor to develop your proposal. Make sure it is well thought-through and carefully edited. Proposals for the SMG should be concise and double-spaced.

Please use 1-inch margins and a font size 12. Extraneous documentation is discouraged, although critical information is allowed as brief appendices. Each section may be shorter than the maximum defined below.

1. **Description of the Project (Required; 2 pages maximum):** Provide a complete and specific description of the project in language that will be comprehensible to a non-expert and persuasive of your project's value and potential impact.
2. **Budget Justification (Required, 1 page maximum):** List all budget items and provide a clear justification as related to the proposed work. Please be economical so that we can support more students.
3. **Curriculum Vitae (CV/resume; Required):** Provide a maximum **two-page** vitae highlighting relevant research, scholarly or creative activity.
4. **Previous Grant Report (Required, if applicable):** If you have previously received any SCA grant, you must have submitted all required reports. Please include the interim or final report of the most recent award. The productive use of previous grants is one of the review criteria.
5. **Faculty statement of support (Required, 250-word maximum):** Include a letter of support from an Oswego faculty member directly engaged with your research.
6. **Appendices (Not required):** If included, appendices should be brief and contain only materials critical to evaluating the proposal's merits.

**EVALUATION CRITERIA:** The following criteria will be used in prioritizing funding for proposals and will include consideration of the following:

* 1. Innovation and potential significance of/contribution to your research/scholarly/creative field.
	2. Reasonable budget that is aligned with the proposed work.
	3. Adherence to the guidelines; proposal accessibility to a non-expert.

**Can my travel be funded?** The purpose SMG is to support scholarly and creative activities and not the dissemination of results. In some cases, travel funding is intrinsically linked to scholarly or creative activity. When traveling to the site of SCA and travel to collect data, make observations, and participate in or initiate the project is essential to the project, travel funding **may** be awarded, depending on the importance of travel funding to the ability to complete the project, the role of the traveler, and the available budget. If travel funding is requested, the applicant must provide a clear and complete explanation of why the funding is essential to the completion of the proposed project and a detailed breakdown of how it will be used; also, an effort should be made to measure outcomes, a necessary component for any undertaking. To receive funding to disseminate results, consider applying for a Student Travel grant *via* Student ORCA or Feinberg funds *via* EXCEL.

Please contact the Chair of the SCAC or the Director of ORCA or ORSP if you have any questions.

**PLEASE USE THIS** [**LINK**](https://docs.google.com/forms/d/e/1FAIpQLSeP63Tx2FpqfGguKxTuSxEfyEbWW6vq91M74qASuTWr1uE4uQ/viewform) **TO APPLY**

*Revised on 09/06/2023; approved by the Advisory SCAC, full SCAC, and Provost*