

## APPLICATION GUIDELINES FACULTY MINI GRANT (FMG) PROGRAM

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

This program is designed to provide support for faculty in their research or creative activity programs by granting small start-up funds for new projects that might lead to larger grants, publications, presentations, and performances.

The amount requested may not exceed **\$750**. Up to eight projects will be funded annually. Upon approval, the awards will be transferred to the faculty member's departmental account.

**SUBMISSION and REVIEW:** Submit your proposal and a cover page to [scac-admin@oswego.edu](mailto:scac-admin@oswego.edu). This application does not require your chair's or dean's signature. Your application will be posted on a secure Google Doc site and reviewed by the Scholarly and Creative Activity Advisory Subcommittee. The SCAC Advisory Subcommittee will discuss these applications using electronic means or at the next Advisory meeting. The subcommittee's recommendation will be communicated to the Provost for administrative approval. The results will be communicated back to you promptly. Your chair and dean will be notified if your application is successful. Please contact the current Co-chairs of SCAC or ORSP if you have any questions.

**ELIGIBILITY:** A goal of this program is to extend its benefits to as many faculty applicants as possible. Tenured and tenure-track faculty will receive priority. Faculty who have received any prior SCAC grant support (FMG, Faculty SCA, SSP, or SFCCG) since 2000 must have submitted all appropriate reports to be eligible. You may apply for any concurrent university grant during this academic year.

**PROGRAM REQUIREMENTS:** Faculty who win this support must submit a faculty report using the appropriate guidelines as soon as the work is completed, or by October 1<sup>st</sup> of the year in which the work is to be completed. Final reports for FMGs received during the summer and early fall are due by the deadline of the following year, although an Interim report on October 1<sup>st</sup> is required if you are seeking SCA funding that academic year.

**FUNDS:** Faculty may apply for funds **up to \$750** for their scholarly and creative activities. Immediate and urgent needs for supplies for potentially productive projects will be favored. Salary will not be funded via this mechanism. 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.) Publication page costs are permitted. Any purchased equipment or books will remain the property of the university. No more than one request per faculty member annually will be funded. Priority will be given to projects for new and potentially high-reward yielding activities.

**PROPOSAL FORMAT:** Proposals for FMG should be concise. Extraneous documentation is discouraged, although critical information is allowed as brief appendices. Each section may be shorter/significantly shorter than the maximum defined below.

- 1. Description of the Project (Required):** The project description should be **2-pages maximum in length, single-sided and double-spaced**. The *curriculum vitae*, and appendices are not factored into this page length requirement. This description must be complete and specific. Write clearly and persuasively so that the non-expert reviewers can understand and appreciate the potential impact of

your project.

2. **Budget Justification (Required; 1-page maximum):** Each budgetary item should be justified and clearly relate to the proposed work.
3. **Curriculum Vitae (Required; 2-pages maximum):** Provide a maximum **two-page** vitae highlighting relevant research, scholarly or creative activity.
4. **Appendices (Not required):** If included, appendices must be kept brief, and should include only critical materials needed to evaluate the merits of the proposal.

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

1. Novelty and potential significance of contribution and creative/scholarly context.
2. Budget for supplies reasonable and clearly tied to the proposed work.
3. Strict adherence to the guidelines; proposal accessible to a non-expert.
4. Productive use of previous grants.

**Can my travel be funded?** The purpose FMG 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 funds available via your department and Dean.