

APPLICATION GUIDELINES STUDENT MINI GRANT (SMG) PROGRAM

Deadline: Applications are accepted on a semester rolling basis.

In collaboration with the Research and Individualized Student Experiences (RISE) Office 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 by granting small funds for independent projects that are not associated directly with their course work.

SUBMISSION and REVIEW: Submit your proposal and cover page to scac-admin@oswego.edu. You and your faculty sponsor will be notified of a funding decision from the RISE Director within 30 days of application. You may address any questions regarding the application process and/or to confirm receipt of your application to scac-admin@oswego.edu as well.

ELIGIBILITY: All undergraduate and graduate matriculated students participating in research, scholarly, or creative activities that are not directly associated with the development/execution of student's course work are eligible. Funding requests for books/supplies required for a class will not be granted.

PROGRAM REQUIREMENTS: Students who win this support must submit a Final report using the appropriate guidelines as soon as the work is done, or by October 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 deadline of the following year, although an Interim report on October 1st is required if you are seeking SCA funding that academic year.

FUNDS: Students may apply for **up to \$300** for their scholarly and creative activities. Immediate and urgent needs for supplies for potentially productive projects will be favored. Salary or travel of any kind is **not** funded via this mechanism (please see the Student SCA and Student Travel Grant programs for funding of such activities). Page costs are permitted. Any purchased equipment or books will remain the property of SUNY Oswego. No more than one request per student member annually will be funded. Up to 10 projects will be funded annually. The awards will be transferred to the faculty sponsor's departmental accounts.

PROPOSAL FORMAT: Proposals for the SMG should be concise, single-sided and double-spaced. Please use 1-inch margins and 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 the value and potential impact of your project.
- 2. Budget Justification (Required, 1-page maximum):** List all budget items and provide a clear justification as related to the proposed work.
- 3. Curriculum Vitae (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 and you must 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, 1-page maximum):** Include a letter of support from an Oswego faculty member who is directly engaged with your research.

- 6. Appendices (Not required):** If included, appendices should be brief and include only materials critical to evaluating 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. Innovation and potential significance of/contribution to your research/scholarly/creative field.
2. Reasonable budget that is clearly aligned with the proposed work.
3. Adherence to the guidelines; proposal accessibility to a non-expert.