

Application Cover Page: Faculty Mini Grant Program

Faculty Applicant(s): _____

Applicant Department(s): _____

Project Title: _____

For each faculty applicant, please indicate:

Tenure/tenure-track Term appointment with multi-year contracts
 New faculty (up to one year before the application for tenure)

In the past, have you received a Faculty Mini Grant? Yes (When? _____) No

In the past, have you received any university-funded grant? Yes (When? _____) No

Have you submitted all reports for all of the above grants? Yes No

Have you applied for any campus grant during the current academic year? Yes No

Applicant Electronic Signature

Date

Applicant Electronic Signature

Date

GUIDELINES: Faculty Mini Grant (FMG) Program

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

The amount requested may not exceed \$250. Up to 20 projects will be funded annually. The awards will be transferred to the faculty member's departmental accounts.

SUBMISSION and REVIEW: Submit your application to the Chair of SCAC. 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 Activities Advisory Committee at its next scheduled meeting. The 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. Refer to the Chair of the SCAC 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, SCAC, 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 the faculty 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. Reports for mini grants received during the summer and early fall are due by the deadline of the following year, although a progress report on October 1st is required if you are seeking SCA funding that academic year. Guidelines for faculty reports for SCAC-funded projects are on www.oswego.edu/grants.

FUNDS: Faculty may apply for funds that cannot exceed \$250 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 will not be funded via this mechanism. 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, **single-sided and double-spaced**. Extraneous documentation is discouraged, although critical information is allowed as brief appendices. Each section may be shorter/significantly shorter than the maximum defined below.

Description of the Project (Required, 2 pages maximum) This description must be complete and specific. Write clearly and persuasively so that the non-expert reviewers can understand and appreciate your project.

Budget Justification (Required, 1 page maximum) Each budgetary item should be justified and clearly relate to the proposed work.

Curriculum Vitae (Required, 2 pages maximum).

Appendices (Not required): If included, appendices must be kept brief, and should include only critical materials needed to evaluate the merits of the proposal.

Criteria to be used in prioritizing funding for proposals will include consideration of the following:

³⁵₁₇ Novelty and potential significance of contribution and creative/scholarly context.

³⁵₁₇ Budget for supplies reasonable and clearly tied to the proposed work.

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³⁵₁₇ Strict adherence to the guidelines; proposal accessible to a non-expert.

³⁵₁₇ Productive use of previous grants.