Application Cover Page: Student Mini Grant Program

Student Applicant(s): __________________________________________________________

Faculty Sponsor(s): __________________________________________________________

Applicant Department(s): _____________________________________________________

Project Title: __________________________________________________________________

For each applicant, please indicate:
   ____Undergraduate student  ____Expected year of graduation
   ____Graduate student

In the past, have you received a SUNY-Oswego Mini Grant?  ____Yes (When? _______ )  ____No
In the past, have you received any SUNY-Oswego-funded grants?  ____Yes (When? _______ )  ____No
Have you submitted reports for all of the above grants?  ____Yes  ____No

Applicant Signature ___________________________ Date ___________________________

Faculty Sponsor’s Signature ___________________________ Date ___________________________
Student Mini Grant
Program & Application Guidelines

The Scholarship and Creative Activities Committee (SCAC) at SUNY Oswego oversees a series of grant programs that support research and creative activities among our faculty and students. The Student Mini-Grant (SMG) program is designed to support students in their research or creative efforts by granting small funds for independent projects that are not associated directly with course work.

Funds: Students may apply for up to $125 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 SCAC and Student Travel Grant programs for funding in these areas). 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 20 projects will be funded annually. The awards will be transferred to the faculty sponsor’s departmental accounts.

Eligibility: All matriculated students participating in scholarship that is not directly associated with course work are eligible. Funding for books/supplies required for a class will not be granted.

Requirements: Students awarded a Mini Grant must submit a report using the appropriate guidelines as soon as the work is complete or by September 1st of the year in which the work is to be completed (whichever comes first in the calendar year). Guidelines for such reports can be found at www.oswego.edu/grants.

Proposal Format:
Proposals for SMG 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 than the maximum defined below.

1. Description of the Project (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. 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.
4. Appendices (Not required). If included, appendices should be brief and include only materials critical to evaluating the merits of the proposal.

Evaluation Criteria to be used in prioritizing funding for proposals will include consideration of the following:
1. Innovation and potential significance of/contribution to your creative/scholarly field.
2. Reasonable budget that is clearly aligned with the proposed work.
3. Adherence to the guidelines; proposal accessibility to a non-expert.

Submission and Review: Submit your application to the Director of RISE at rise@oswego.edu who will inform you and your faculty sponsor of a funding decision within 30 days of application. Please contact the Director of RISE with any questions or to confirm receipt of your application.