

# Ithaca College Academic Mini-Grant Call for Proposals

## Description of the Program

Mini-Grants are awarded to all Ithaca College faculty members to further faculty research or creative activities. Applicants may request up to \$1,000 for projects intended to result in a publication, creative work, or the submission of a major research grant. Expenses to which a Mini-Grant might be applied may include the following:

- purchase of materials and supplies
- support of student research
- data collection and analysis
- payment to student hourly workers for tasks appropriate for students
- payment for translation or editing services, or other tasks important for research projects within the constraints outlined here
- compensation for research subjects (as approved by the IRB)
- professional consulting fees for specific scholarly activity
- manuscript publication costs
- patent fees
- travel for research purposes (to visit archives or conduct field interviews)
- purchase by the IC Library of books or other media necessary for a faculty member's project when the library is unable to acquire those materials within its existing budget

Other proposed expenses may or may not be deemed eligible subject to the Provost's approval.

The following activities/supplies are NOT eligible for funding by a Mini-Grant:

- purchase of books for individual faculty members' personal collections
- travel to present papers at conferences, for which other funds exist. Academic Mini-Grant funds may not be used to supplement conference travel funds in any given year.

## RESTRICTIONS AND REQUIREMENTS:

Faculty who win an Academic Mini-Grant award are ineligible to apply for another AMG in the semester when they are benefiting from the AMG.

Faculty are required to submit to the Provost's Office a brief (1-2 pages maximum) report outlining the results of the project for which the Academic Mini-Grant was requested after the conclusion of the grant period by the appropriate deadline (September 1 for grants won in the fall selection process, February 1 for grants won in the spring selection process).

Faculty who have had a Mini-Grant within the past five years are required to submit a copy of their most recent Mini-Grant award reports as part of their new AMG proposal.

**APPLICATION:**

The Mini-Grant Application consists of the following parts:

1. Cover Sheet (Application, Budget and Signature Page)
2. Description of Project (100 words or less)
3. Explanation of Significance of Project or Its Impact (100 words or less)
4. Outcomes of Project and Its Dissemination (including outcomes for students)
5. Budget Narrative (explaining how funds will be used)
6. Travel Authorization Form (only if travel is involved)
7. IRB/Biosafety/IACUC approval (if applicable)
8. Mini-Grant award report won within the past five years (if applicable)

Please append numbers 2-8 (see above) along with the cover sheet located at the bottom of this document.

**EVALUATION CRITERIA:**

Awards will be based on the sum of the scores earned on each of the following items. When funds are limited, some grants may receive partial awards.

Dissemination of Results (score from 1-10)

- 1) The proposal must describe how results of the research project are to be disseminated and how the Mini-Grant funds will contribute to advancing the project toward publication of an article, book chapter or book, submission of a major research grant, or creative project. Describe the anticipated venue for publication, performance, or exhibition; if the application is to support grant writing, describe the funding body. If your proposal includes a report on a previous Mini-Grant, describe in the report how the previous grant advanced your progress toward publication, submission of a research grant, or creative work. (Note: only one Mini-Grant may be given for work on a single article or book chapter; faculty with a book project may apply for more than one Mini-Grant within the constraints of the restriction against more than one Mini-Grant in a single 12-month period, as described above in “Restrictions and Requirements”.)

Suitability (score from 1-10)

- 2) Mini-Grant funding is intended for expenses of limited scope that contribute substantially to a specific goal. The proposal should clearly indicate the suitability of the request for Mini-Grant funding.

Equitable Distribution (1-3 points, if applicable)

- 3) Points will be added for proposals from faculty who have not received a Mini-Grant recently. Specifically, one point will be added if the applicant received no grant in the preceding year; two points if the applicant received no grant in the preceding two years; or three points if the applicant received no grant in the preceding three years.

**Submission Process and Deadlines**

The proposal must be submitted as a PDF by e-mail attachment to [provost@ithaca.edu](mailto:provost@ithaca.edu) by the relevant deadline:

**Fall Selection Process: November 1 Deadline** (for grants whose funds must be used between January 1 and June 30)

**Spring Selection Process: May 1 Deadline** (for grants whose funds must be used between July 1 and December 31)

- The application will be reviewed and, if approved, the applicant(s) will be notified in writing via email.
  - Note: Previous recipients may be asked to serve on the review and selection committee to make recommendations to the Provost.



## Ithaca College Mini-Grant Cover Sheet

### Application

Application Date:	
Title of Academic Mini-Grant Project:	
Name of Lead Faculty Member	
Office Address, E-mail, and Phone	
Department	
Rank of Faculty Member	
Tenured, Tenure-Eligible, or Non-Tenure-Eligible	
Date of Last Mini-Grant Project	
Names of Other Involved Faculty (if applicable)	
Project Start Date:	
Project End Date:	
Is the project receiving funding in the current fiscal year? If yes, please specify amounts and sources of funding.	
Has the project received internal funding in the past? If yes, please specify the years, amounts and sources of funding.	



Ithaca College Academic Mini-Grant Application Form

SIGNATURE PAGE FOR ACADEMIC MINI-GRANT FUNDING	
<b>APPLICANT (Faculty Sponsor Completes)</b>	
I understand and accept the conditions of the award as set out in the guidelines for "Academic Challenge Grants."	
<b>If your request includes travel on behalf of Ithaca College, please include a travel authorization form. Your application cannot be processed without this document.</b>	
Faculty Sponsor's Signature	Date
<i>(If this grant is awarded, your signature on this proposal authorizes the Office of the Provost to share this application with your colleagues at Ithaca College to assist them in writing their own proposals.)</i>	

CHAIR'S REVIEW	
<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
Comments:	
Chairperson's Signature	Date

DEAN'S REVIEW	
<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
<b>Account #:</b> <i>Please provide an account number where funds are to be transferred, if awarded. If the account number is not included, the application will be returned to your dean's office.</i>	
Comments:	
Dean's Signature	Date

Provide additional signatures for department chairs and deans as necessary when there are additional faculty co-sponsors from other departments and/or schools.

PROVOST OFFICE REVIEW	
<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
Amount Awarded: _____	
Provost/VPEA Signature	Date