

Provost Minigrant Funding

Information: During the fall and spring semesters, funds are allocated from the Provost's Office Facilities and Administrative (F&A) Costs Recovery funds to support grant writing to external agencies.

Startup funds of up to \$2,500 are designed to enable faculty to conduct necessary preliminary investigation activities such as the following:

- Refining ideas
- Creating plans and designs
- Trying out new methodologies
- Collecting preliminary data
- Procuring supplies or equipment
- Seeking fellowships
- Supporting travel
- Promoting collaboration

Funds may be used for paying students and/or other assistants. The expected deliverable at the end of the semester is a draft proposal narrative that includes a list of potential external funding agencies. Please note that this grant is intended to support new initiatives and the submission of a grant applications, not for the support of ongoing programs. Applications submitted for the same project over multiple years will need to show why the funding for the current application would be considered a new initiative or phase of the project.

Please note that, unlike in previous application cycles, funds may NOT be used for faculty salary supplements to cover time and effort within or beyond the semester.

Eligibility: All full-time faculty (tenured, tenure-track, lecturer/senior lecturer) are eligible to apply. The funding period (i.e. the period during which awarded funding *must* be spent) for fall semester awards is **August 1-December 31** and **January 1 – June 30** for spring awards.

Criteria and Review Process: Proposals must be submitted via Watermark and subsequently approved in Watermark by the faculty member's Chair and Dean. For a detailed guide on this Watermark process, see the [Using Watermark for Provost Mini Grant Application and Submission](#) guide.

Following submission and these approvals, the Application Review Committee evaluates the proposals according to the following criteria:

- The grant project under development aligns with the University, relevant College/School, department missions, and strategic plans.
- The application is written for a non-specialist in the field.
- The application clearly demonstrates that the Grant Support Awards Program is the appropriate source of funds for the project at its current stage.
- Because this program is designed to support emerging scholarship, priority will be given to applications that address new grant proposals or new research initiatives.
- If the applicant has received this award in the past, they should include the post-award report as part of their current application.
- The application clearly describes the "start-up" activities that will take place, including a timeline, which will lead to a draft proposal narrative.
- The application includes a budget that specifies how the funds are to be used.
- All other components of the proposed budget are justified in the narrative.

Please note that any divergence from the application instructions will jeopardize the success of your request for support.

Post-Award Report:

All faculty will submit a brief 1–2-page report describing the completed activities by **the final day of their funding period (December 31 or June 30)**. This report will be uploaded to the “Provost Mini Grants” page in Watermark.

Application Deadlines and Award Notification Dates:

For updated dates regarding Provost Minigrant Application deadlines and notification on grant approval/denial, please see the [Academic Affairs Procedural Calendar](#).

Provost Minigrant Application and Cover Sheet

Proposal Title: _____

Submitted by: Name: _____ Email: _____

Department: _____ Position Title: _____

Award Period Requested: _____

Total Start-Up Funding Requested: _____

Submitter Signature: _____ Date: _____

Application Instructions:

1. Complete and attach this cover sheet.
2. Provide a brief (1 page max) description of the project for which you plan to request external funds, including an explanation of what needs will be met and what broader impact the project will have.
3. Respond briefly (1 page max) to the criteria enumerated in this application. Provide a budget showing how the funds will be spent.
4. Indicate (a) whether you have applied elsewhere for funds to support this project; (b) if that application was funded and by how much; and (c) whether you have received grant writing support from Academic Affairs in the past, and if so, what the outcomes were.
5. Attach a current copy of your Curriculum Vitae.

Please do NOT include any additional attachments. Applications with additional documents may not be considered for funding. Upon securing chair and dean signatures, please submit completed application via [Watermark](#).