  
  
**Faculty Mini-Grant Program Application Form**

(Please type)

Applicant Name:

Department: Position Title:

Employee ID#: Tenured or Tenure Track? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

Proposal Title:

Requested Amount (Up to $3,000):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied for a Sabbatical Leave to complete this project? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

Semester and academic year for which leave is requested:

Have your received a Faculty Mini Grant in the past? Yes\* No If so, when? \_\_\_\_\_\_\_\_\_\_\_

**I. Current, Pending, and Past Support**

1. Have you received more than $100,000 in external funding in the last five years? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_  
(See Eligibility Guidelines)

\*2. If you have received any awards from the Faculty Mini Grant Program in the past, please describe in specific terms what was proposed and the actual outcome(s) of the project(s). Also, provide justification for an additional Faculty Mini Grant, with consideration of the Purpose outlined in the Faculty Mini-Grant Program Guidelines.

3. List all other ***internal*** funding (including SU Foundation Awards) received within the last three years. Include dates, funders, amounts and project abstract.

4. List all ***external*** funding received within the last three years. Include dates, funders, amounts and project abstract.

5. List all pending funding proposals or applications. Include date submitted, agency, title, amount, and time period.

**II. Project Proposal**

Proposal Title:

Please address the criteria as indicated within two or three typed pages. Applicants should use language that can be understood by a *scientist/scholar/artist outside your field.*

**1. Project Description/Abstract:** In 250-300 words, define the activity in detail. Include background information, procedures and anticipated outcomes. If applicable, what specific question is being examined? What analysis is proposed? For creative or other scholarly projects, what are the specific outcomes?

**2. Project Justification**: Explain the significance of the project and its potential positive impact on Salisbury University, school or department.

**3. Project Evaluation**: Outline an evaluation plan in which you describe the process that will be used to determine the success of the project. .

**4. Resources**: Specify resources and facilities required to achieve the goals of the project.

**5 Project Investigator(s)**: Indicate evidence of scholarly preparation for the award. What special talents, training or ability do you bring to the execution of your project?

**6. Timeline**: Identify the timeframe for conducting and completing the project.

**7. Outcomes**: Describe measurable goal(s) of the activity and the strategy you will pursue to achieve them. How will results be disseminated? (i.e.: external funding, books, articles, presentations).

**8. Does your research involve human subjects?** Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

If yes, indicate the status of IRB application: \_\_\_\_ approved \_\_\_\_ submitted \_\_\_\_ not yet submitted

(If yes, IRB approval must be obtained before awards funds can be received)

**9. Does your research involve the use of animals?** Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

If yes, indicate the status of IACUC application: \_\_\_\_ approved \_\_\_\_ submitted \_\_\_\_ not yet submitted

(If yes, IACUC approval must be obtained before awards funds can be received)

**III. Budget**

Provide a detailed budget and budget justification for the project. Refer to the program guidelines for eligible and non-eligible types of support.

|  |  |  |
| --- | --- | --- |
| Budget Object | Amount | Description of Budget Item |
| Stipends – Generally not allowed. Reviewed on a case-by-case basis. |  |  |
| Supplies/Materials |  |  |
| Registration Fees |  |  |
| Travel: Transportation, Lodging, Meals, Other. |  |  |
| Consultant Fees |  |  |
| Other: (Please Explain) |  |  |
| **Subtotals** |  | **Requested Total:** |

**Budget Justification:** Attach an additional page for budget justification. All requested budget items must be accompanied with a strong justification of how they will contribute to successful completion of the project. Please be aware that the committee will consider your budget justification very carefully in an effort to maximize the number of beneficiaries to this program. Any items that appear non-critical will be at risk for reduced funding during the review process.

**Agreement**

By signing below, you confirm that the information provided in this application is accurate. If funded, the investigator agrees: to conduct the project in accordance with the terms and conditions of the award; adhere to all Salisbury University regulations as defined in the Faculty Handbook; comply with the guideline restrictions regarding employment during sabbatical leave as applicable; and to submit a final report twelve (12) months after the termination of the grant to University Research Committee.

Applicant's Signature Date

Chair Date

**Deadline**

The deadline for the Faculty Mini-grant application is the last Monday in February by 5:00 p.m. Please forward all applications to Teri Herberger at [tlherberger@salisbury.edu](mailto:tlherberger@salisbury.edu).