

SCHOOL OF GRADUATE STUDIES

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Mini Grants for Research, Scholarship, and Creative Activities

This grant provides modest awards of money to enable faculty and librarians to take advantage of opportunities to pursue their scholarship, research, publication, or creative activities. This grant is not intended for the development of curricular materials.

Award amounts: From \$100 to \$1,000.

Eligibility: All full-time tenured or tenure-track faculty and librarians at Salem State University.

Deadline for applications: March 19, 2012

Eligibility

- All full-time tenured or tenure-track faculty and librarians are eligible to apply for a Mini Grant.
- Mini Grants are awarded on the basis of their quality and merit. When all other factors are equal, preference will be given to those who have not previously received a Mini Grant in the last academic year.
- Recipients of previous grants must have completed all requirements such as submission of final report and budget before being eligible for a new grant.

Submission Materials

- Cover sheet
- Application and 2-4 page Project Narrative
- Budget and budget narrative
- Brief resume (no more than 2 pages) for each participant
- IRB Approval form (if proposed activity requires IRB approval)

Review Criteria

- Basic Criteria
 - Application is complete and conforms to all submission requirements (Incomplete applications will not be considered.)
 - If previous funding was received for this or a related project did applicant complete all requirements, such as submission of a final report on project?
- Quality of Proposal
 - Value of the proposed activity is evident.
 - Proposal is clearly and coherently written.
 - Expenses are appropriate for project as proposed.
- Visibility for University and Applicant
 - Opportunity for expanding professional scholarship of applicant is evident.
 - Project enhances university's visibility for research or creative activities.

Mini Grant for Research, Scholarship, and Creative Activities

Spring 2012 Guidelines

Deadline: Due March 19th, 2012 before 6 pm

Applications must be submitted as an email attachment to ssu-research@salemstate.edu with "YOUR_NAME Mini-Grant Application for Spring 2012" in the Subject line. Receipt of applications will be acknowledged by email.

Only complete applications will be reviewed.

Overview

The University Research Committee awards Mini Grants of up to \$1,000 on a competitive basis.

The Mini Grants support research, scholarship, and creative activities of full-time tenured or tenure-track Salem State University faculty and librarians for which no other resources are available.

Funding for these grants currently comes from the School of Graduate Studies budget, but grants are not restricted to graduate faculty.

The University Research Committee, composed of faculty and librarians appointed by the MSCA union and administrators from the School of Graduate Studies and the Office of Sponsored Research, reviews all applications.

Since applications are read by committee members from various disciplines across the campus, applicants should avoid highly-specialized terms and address their proposal to a well-educated general audience.

Questions about preparing a grant may be addressed to either the 2011-2012 Chair, Dr. Marcos Luna (mluna@salemstate.edu), or the 2011-2012 Recorder, Dr. Elizabeth T. Kenney (ekenney@salemstate.edu).

Allowable Costs

Individual faculty members and librarians may request up to \$1,000.

Mini Grants cannot be used to pay the applicant or other grant member a stipend.

Allowable expenses may include, but are not limited to, the following: Publishers' subvention costs, page costs, transportation to research site, hotel costs and meal costs while conducting research, scholarly or creative activity, student assistants, interpreters or translators, data analysis, clerical assistance, materials, software or other supplies necessary to conduct the research or creative activity.

Applicants who receive funding are expected to produce a report at the end of their project, and are encouraged to present their work at an appropriate forum on campus.

Mini Grant for Research, Scholarship, and Creative Activities: Spring 2012
Coversheet

Name: _____

Department: _____

Please note: Research, Scholarship, and Creative Activities Mini-grant applications will not be reviewed if any of the materials on the checklist below are missing.

1. Coversheet
 2. Application Form and Proposal Narrative (2-4 pages, double-spaced, 12 point font)
 3. Budget and budget narrative
 4. Brief resume (no more than 2 pages) for each participant
 5. IRB Approval form (if proposed activity requires IRB approval)
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For office use:

Date Received: _____

Project number: _____

Distributed to committee for review: _____

Decision: ___ Awarded
 ___ Declined

Amount requested: _____

Amount awarded: _____

Final report received: _____

Mini-grant for Research, Scholarship, and Creative Activities Spring 2012
Application Form

Name: _____

Department: _____

Title of Project:

Amount Requested: _____

Have you applied for or been awarded any other funding to support this activity? ____Yes ____No

If yes, please list the title of the project, the source of the funding, the date of the award, and the amount of the award.

If yes, please also indicate the relationship of the applications or awards listed above to this proposed project.

Does your project involve animal or human subjects? ____Yes ____No

If yes, have you procured IRB approval? ____Yes ____No

Proposal Narrative (2-4 pages, double-spaced, 12 point font)

Please include the following:

1. Project title
2. Detailed description of project goals, significance, and contribution to the field. Please describe your methodological approach in a manner that is accessible to non-specialists, yet appropriate to your field. How will your results be disseminated (conference papers or presentations, publications, performances, exhibitions, etc.)?
3. How does this project fit into your ongoing professional activities and goals?

Budget Details

Please attach a detailed breakdown of expenses with a rationale. The committee will be considering many applications for very limited amount of funding, so try to demonstrate that you have chosen the least expensive way of achieving your goal and that you have pursued additional avenues of funding. For example, if your request is related to travel, please indicate that you have considered your professional development money, approached your chair and dean, and identified the least expensive travel options. Clarify why you need to travel, for example, explain that a certain archival collection has not been digitized. Include a detailed breakdown of costs for materials, supplies, books, equipment, registration or membership fees, and so forth.