MINI-GRANT APPLICATION GUIDELINES

“Mini-grants are provided by the Division of Research in support of special short-term needs of faculty in association with the initiation of research and scholarly projects. Up to $1,000 will be provided for supplies, temporary service, minor equipment needs, conference support, and other similar expenditures. Funding will be provided only for specific items relevant to a well-defined short-term need (up to one year); funding for incremental support and long-term programmatic growth is not appropriate. Seed support will be provided for conferences being held on campus; support for faculty travel to conferences elsewhere should not be requested.

The mini-grants program is not intended to compensate for cuts in ongoing grants or departmental shortfalls. It should be viewed as a mechanism to take advantage of special opportunities or to react to unexpected situations. Mini-grant funding will not be provided as an add-on to on-going research. They will also not be provided to cover publication costs, computer equipment or software.

In order to remove the need to “knock on every door,” matching funds from other units are not required; where other sources of funding are being provided, however, that information should be provided.

Applicants must provide a brief summary of the project on the mini-grant report form. Describe the need for funds, including specific budgetary items, in sufficient detail to permit evaluation by someone not familiar with your discipline, indicate how support will enhance the quality of the research effort involved and how this funding may lead to eternally funded activity. Your response should not exceed 250 words.

Recipients of the mini-grant support are required to submit a final report on what was accomplished as a consequence of funding within 90 days, after the completion of the project. Failure to submit these reports will exclude that unit from further mini-grant support. Mini-grants are subject to all applicable research compliance requirements.

Submit an application form with the endorsement from the appropriate Department Chair or Dean, Sponsored Funds Administration, Attn: Jennifer Metcalf. Additional copies are not required. Requests for mini-grants will be accepted at any time and will be reviewed approximately monthly.
MINI-GRA NT APPLICATION FORM

Applicant ___________________________ School/Dept ___________________________ Campus Phone ________

Project Title ____________________________

Title and Date of latest request for external funding __________________________________________

Project summary and Mini-Grant justification: Use Mini-Grant Report Form (no more than 250 words)

Amount Requested __________ Start Date __________ Term Date __________

Does this project involve the use of vertebrate animals, human subjects, rDNA or other activities requiring institutional compliance? (Yes/No) ______ If “Yes” please be aware that to ensure our ongoing regulatory compliance, Mini-Grant funding is contingent upon the applicant’s receipt of project approval from the appropriate monitoring body:

<table>
<thead>
<tr>
<th>Project Subject</th>
<th>Monitoring Body to Contact for Approval</th>
<th>Contact Name and Title</th>
<th>Contact Telephone</th>
<th>Contact email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vertebrate Animals</td>
<td>Institutional Care and Use Committee (IACUC)</td>
<td>Penny Reynolds, Administrator</td>
<td>607-777-3836</td>
<td><a href="mailto:Reynolds@binghamton.edu">Reynolds@binghamton.edu</a></td>
</tr>
<tr>
<td>Human Subjects</td>
<td>Human Subjects Research Review Committee (HSRRC)</td>
<td>Diane Bulizak, Administrator</td>
<td>607-777-3818</td>
<td><a href="mailto:hsrrc@binghamton.edu">hsrrc@binghamton.edu</a></td>
</tr>
<tr>
<td>rDNA</td>
<td>Biosafety Committee</td>
<td>David Davies, BSC Chair</td>
<td>607-777-2006</td>
<td>dg <a href="mailto:davies@binghamton.edu">davies@binghamton.edu</a></td>
</tr>
<tr>
<td>Radiation</td>
<td>Radiation Safety Officer (RSO)</td>
<td>James Brownridge, RSO</td>
<td>607-777-4370</td>
<td><a href="mailto:jbdjbd@binghamton.edu">jbdjbd@binghamton.edu</a></td>
</tr>
</tbody>
</table>

Have you received Mini-Grant support before? (yes/no) ______ (A SUMMARY REPORT FOR A PREVIOUS GRANT IS REQUIRED BEFORE A NEW GRANT WILL BE CONSIDERED)

SIGNATURES:

Applicant ____________________________________________________________ Date __________

Chair or Dean’s Endorsement ____________________________________________ Date __________

******************************************************************************************************************************************************

Approved: ____________________________________________________________ Date: __________

Amount: __________________________________ Start Date: __________ Term Date: __________

Budget: ___________ Travel ___________ Mat & supplies ___________ Temp Service __________

Other ___________ Comments ____________________________________________


PO Box 6000, Binghamton, NY, 13902-6000. Ph: 607-777-6137 Revised 11/2015
MINI-GRANT REPORT FORM

Applicant:

School/Dept:

Campus Phone:        Amount Awarded:        Start Date:

Project Title:

Summary (no more than 250 words)