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| Description  Minigrants are cash awards given to faculty who have plans for projects that will improve their scholarship and/or enable them to gain knowledge or skills beyond the normal growth expected of faculty in order to improve teaching and support the college’s core values. The Minigrant should be used to support those projects that are beyond the scope of a department’s budget and are too small for external funding. |
| Eligibility  **All voting faculty may apply.** Priority will be given to individuals submitting their first requests and individuals whose proposals most clearly meet the additional guidelines set forth below. |
| Reimbursement  **Minigrants are limited to a maximum of $2,000 per faculty member per academic year.** When project expenses exceed the size of the award, the committee recommends that the applicant seek other forms of financial support. Reimbursement is made upon presentation of receipts and corroborating evidence. |
| Funding Possibilities  The actual grant will be contingent upon the committee’s recommendation and available funds. Please try to apply for minigrants before spending money because FDC cannot guarantee the funding of every proposal, and thus be aware that the committee may make adjustments to your itemized cost estimates in order to fund as many applications as possible. |
| **Funding possibilities for minigrants include:**   * Travel expenses to present a paper (or the equivalent) at a recognized professional meeting (Acceptance Letter required with application). * Purchase of research materials or equipment that are not typically purchased by the college or department and that are essential for the individual’s scholarly project. * Travel expenses to attend a conference, workshop, or training program. * Costs incurred by a faculty member whose manuscript has already been accepted for publication. |

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| Supplemental Funding  Prior to submitting your application, please consult with your department chair regarding any possible additional funding that might be available through the department and regarding any possible scheduling conflicts that your absence while at the conference might pose for the department. It is no longer required, however, that you secure a letter of support from your department chair as part of your application for a minigrant. |
| How to Apply  **Submit the following application form as a PDF to:**  [**FacDev@marietta.edu**](mailto:FacDev@marietta.edu) |
| Application Materials   1. Minigrant Application *(*form included below*).* 2. Submit a ½ page to full page single spaced Abstract of the paper or poster that you submitted to the conference *(*inserted in application*).* 3. Copy of the official Acceptance Notification you receive inviting you to present at the conference. *(*inserted in application*). Reimbursement will be contingent on the Committee receiving that official Acceptance Notification.* 4. Failure to follow the proposal format or guidelines will exclude the applicant from being recommended for funding. Promising proposals that need more work will be returned to the applicant and may be submitted for consideration in future rounds. |
| Funding Guidelines  To enable the committee to make as many awards as possible, the Faculty Development Committee may apply guidelines that are more restrictive than the MC travel policies. The current limits in specific travel areas are the following: [*http://www.marietta.edu/employees/travel.pdf*](http://www.marietta.edu/employees/travel.pdf)   * **Domestic Airfaire** (Maximum): $500 * **International Airfaire** (Maximum): $1,000 * **Lodging** (Maximum of 5 nights): $175 p/night * **Personal Car Mileage**: (Maximum of $200, farther distance requires Car Rental) * **Food**: No funding |