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| **MINIGRANT APPLICATION** Applications should be emailed to FacDev@marietta.edu**Deadline**: **Midnight on October 12, 2017; February 1, 2018; April 12, 2018****Please check ONE of the boxes below** |
| [ ]  **Round 1** **(Oct 12)** | [ ]  **Round 2** **(Feb 1)** | [ ]  **Round 3** **(Apr 12)** |
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| Name |       |
| Department |       |
| Application Date |       |

 |
|  Current Year Funding History |

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| Minigrant Round 1 [ ]  Amount Received  | $      |
| Minigrant Round 2 [ ]  Amount Received  | $      |

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| Activity to be supported by this Minigrant | **Conference Attendance to:**[ ]  Make presentation[ ]  Serve on panel or chair a session[ ]  Accompany Students[ ]  Attend Workshop, seminar or conference[ ]  Other (describe):       |
| Activity Information |

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| **Name of Conference:** |  |
| **Sponsoring Organization:** |  |
| **Location:** |  |
| **Dates:** |  |
| **Title Topic of Presentation:** |  |
| **Additional Information:** |  |

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| **MINIGRANT APPLICATION BUDGET** |
| **Expense Item** | **Description/Detail** | **Total ($)** |
| **Conference Registration Fee** |  |       $ |        |
| **Transportation** |  |  |
|  | **Airfare** (roundtrip) |        $  |       |
|  | **Rental Car**  |        $ |        |
| **Gas for Rental Car** |       $ |       |
|  | **Personal Car** (@.505/mi) $200 Maximum  |        $ |       |
|  | **Parking** |        $ |       |
|  | **Cab, shuttle, public transport** |       $ |       |
| **Food (**@ $40 / day maximum) *(Save your receipts!)* |       $ |       |
| **Lodging**  |       $ |        |
| *Other expenses* (list) |       $ |        |
| **Total Estimated Costs** |        $ |       |
| **Department Funds** (subtract) |       − |        |
| **Other Funds** (subtract) |       ‒ |       |
| **Total Minigrant Request** | **$** |  |

|  |  |  |
| --- | --- | --- |
| Minigrant Requests for Items Other than Conference Attendance | **Activities/Materials other than conferences that require funding:** [ ]  Purchase research materials**[ ]** Reimbursement for cost of preparing manuscripts that have been accepted  for publication[ ]  Other (describe):

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|       |

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| Presentation Abstract (if applicable) |       |

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| **Please use this space for any additional information you would like the committee to consider when reviewing your application (e.g., acceptance notification, conference program, significance of this event to your professional development goals, etc.):**      |