

Regis College, Faculty Development Committee

Small Grant Application

Submit an electronic file in MS Word or PDF format to solaughl@regis.edu. Small Grant applications are reviewed after five deadlines each fiscal year (**May 15, Sept. 15, Nov. 15, Feb. 15, and April 1**) *.

Purpose: Small grants aid a ranked or term Regis College faculty member in the development of teaching skills, classroom courses, teaching aids, and research, scholarly, or creative work.

Eligibility

The following are **eligible for small grant funding**.

- All full-time ranked and term faculty members who have not received a prior small grant in the same fiscal year are eligible to apply. Part-time term faculty members and affiliate/adjunct faculty members should contact the Faculty Development Committee Chair to discuss other possible funding.
- Eligible projects include any teaching or research, scholarship, and/or creative work appropriate to the faculty member's teaching responsibilities and academic discipline.
- Expenses for teaching such as demonstration/analysis software, teaching/course design workshop participation, external guest-speaker expenses, external course consultant expenses, and specialized library acquisitions.
- Expenses for research and creative work such as supplies, equipment, related paid services, and research-project or creative-work collaboration travel. See below for academic-conference travel.
- Support for **international** conference travel outside of the U.S. and Canada to attend a scholarly conference at which the faculty member is presenting. This small-scale supplemental travel funding may supplement a Travel and Convention grant for non-U.S./Canada conference travel that fits these criteria or may provide funding for a second conference that fits these criteria.

The following are **NOT eligible** for small grant funding.

- Faculty members who have received \$300 in small grant funds in the same fiscal year (May 1 – April 30) are ineligible for additional small grant funds.
- Development of materials or methodologies for personal financial benefit outside of Regis University.
- Entertainment expenses or wages for the applicant (or immediate family).
- Research work involving live human or animal subjects for which Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval has not been obtained or for which approval has not been applied. In the case of small grant proposals where the IRB or IACUC proposal has been submitted but has not yet been approved, small grant funding is contingent upon approval.
- Funds for professional society membership. [Note: Prior funding of up to \$100 for professional society membership is no longer possible due to changes in finance office practice.]
- Travel and/or convention expenses that are eligible for FDC Travel and Convention Grant funds (except for international conference travel outside of the U.S. and Canada to attend a scholarly conference at which the faculty member is presenting). The Travel and Convention Grant is designed to fund these activities.
- Cost of meals during funded travel exceeding the U.S. General Services Administration per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) or upgraded air travel (e.g., Business Class, Economy Plus).

* If the deadline occurs on a Saturday or a Sunday, then the deadline is the immediately following Monday.

SMALL GRANT APPLICATION FORMAT AND COMPONENTS

PART A. **GENERAL INFORMATION, 1 page maximum.** Indicate the following before the Abstract:

- **Name, department, e-mail address, and date** (at time of application).
- Dates, title/short description, amount requested, and *one-sentence* description of results of any **Faculty Development Committee Small Grants received in the last three years.**
- **Title** of proposed small-grant activities. (Not required for professional society membership applications.)

PART B. **DESCRIPTION, 1 page maximum.** Clear description of the activities you are proposing that includes the following.

- **A description** that clearly describes the teaching and/or discipline-appropriate research/creative work for which a small grant is requested.
- **A statement of the contribution** of the proposed activities to the faculty member's scholarship, teaching, and/or Department.

PART C. **Itemized Budget, 1 page maximum.** A budget in *tabular or outline format* that clearly itemizes all proposed expenses. When appropriate, explains why other obvious sources of funds are not appropriate and where permanent materials will be deposited. (The Budget section may be on same page as the Narrative Portion.)

Note that for those proposals where the request is particularly straight forward, brevity and concision is preferable as long as the subcommittee has appropriate information to review the proposal.

Small-grant funding is limited and requests are less likely to be funded near the end of the fiscal year.

Recipient Requirements: Recipients are required to document expenses with receipts and to describe the outcome of the funding in a paragraph **or less** (except in the case of professional membership for which no outcomes description is required) that must be sent to FDC by a week after conclusion of the small-grant activities. Failure to meet this receipt and description of outcomes requirement by the end of the fiscal year will render a faculty member ineligible for any FDC funding until it is rectified.