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## MINI-GRANT APPLICATION GUIDELINES

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(Application form on reverse)

“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. Requests to support activities leading to a proposal for external funding are given highest priority. 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 (two to three month maximum); 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. Normally, computer equipment and software are also ineligible for mini-grants.

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. For conference support requests, the details of such other funding as registration fees are particularly important, as it is expected that such support will be repaid from any residues.

Recipients of mini-grant support are required to report on what was accomplished as a consequence of funding within one year. Failure to submit this report will exclude that unit from further minigrant support. Mini-grants are subject to all applicable research compliance requirements.

Applicants must provide a brief summary of the project on the application form on the back of this sheet. 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 externally funded activity. Your response should not exceed the space available on the application form on the back of this sheet.

Forward the form, with endorsement from the appropriate Department Chair or Dean to the Office of Sponsored Programs. Additional copies are not required. Requests for mini-grants will be accepted at any time and will be reviewed approximately monthly.

**MINI-GRANT 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 separate sheet (no more than 250 words)**

Amount Requested: \_\_\_\_\_ Start Date: \_\_\_\_\_ Term Date: \_\_\_\_\_

Does this project involve 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:

Project Subject	Monitoring Body to Contact for Approval	Contact Name and Title	Contact Telephone	Contact E-Mail
<b>Vertebrate Animals</b>	Institutional Care and Use Committee (IACUC)	Penny Reynolds, Administrator	607-777-3836	<a href="mailto:reynolds@binghamton.edu">reynolds@binghamton.edu</a>
<b>Human Subjects</b>	Human Subjects Research Review Committee (HSRRC)	Anne Casella, Administrator	607-777-3818	<a href="mailto:casella@binghamton.edu">casella@binghamton.edu</a>
<b>rDNA</b>	Biosafety Committee	David Davies, BSC Chair	607-777-2006	<a href="mailto:dgdavies@binghamton.edu">dgdavies@binghamton.edu</a>
<b>Radiation</b>	Radiation Safety Officer (RSO)	James Brownridge, RSO	607-777-4370	<a href="mailto:jbdjbd@binghamton.edu">jbdjbd@binghamton.edu</a>

Have you received Mini-grant support before? (Yes/No) \_\_\_\_\_ (A SUMMARY REPORT FOR A PREVIOUS MINI-GRANT IS REQUIRED BEFORE A NEW GRANT WILL BE CONSIDERED.)

**SIGNATURES:**

Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Chair's or Dean's Endorsement \_\_\_\_\_ Date: \_\_\_\_\_

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Approved: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Start Date: \_\_\_\_\_ Term Date: \_\_\_\_\_

Budget: Equip \_\_\_\_\_ Travel \_\_\_\_\_ Mat &amp; Supplies \_\_\_\_\_ Temp. Service \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_