

## Provost Minigrant Funding

**Information:** Each academic year, the Provost's Office provides up to \$2,500 in startup funding to enable faculty to conduct necessary preliminary investigation activities through the **Provost Mini Grant** program.

This program funds preliminary research activities, including refining ideas, creating plans and designs, testing new methodologies, collecting preliminary data, procuring supplies or equipment, seeking fellowships, supporting travel and promoting collaboration. Note that this grant is meant for new initiatives, not ongoing programs. Thus, repeat applicants must demonstrate why the current funding is for a new initiative or project phase. Also, funds cannot be used for faculty salary supplements.

Visit the Academic Affairs [Procedural Calendar](#) for deadlines, review the application information below, and submit your application via [Watermark](#). Recommendations from chair and dean levels will be made via Watermark.

Final approval from the Provost will also be documented in Watermark and will accompany an email and letter sent from the Office of Faculty Affairs to the applicant.

**Eligibility:** All full-time faculty (tenured, tenure-track, lecturer/senior lecturer) are eligible to apply. The funding period (i.e. the period during which awarded funding *must* be spent) for fall semester awards is **August 1-December 31** and **January 1 – June 30** for spring awards.

**Criteria and Review Process:** Proposals must be submitted via Watermark and subsequently approved in Watermark by the faculty member's Chair and Dean. For a detailed guide on this Watermark process, see the [Using Watermark for Provost Mini Grant Application and Submission](#) guide.

Following submission and these approvals, the Application Review Committee evaluates the proposals according to the following criteria:

- The project under development aligns with the University, relevant College/School, department missions, and strategic plans.
- The application is written in such a way that readers and reviewers who are non-specialists in the field can understand the request.
- If the applicant has received this award in the past, they should include the post-award report as part of their current application.
- The application clearly describes the "start-up" activities that will take place, including a timeline, which will lead to a draft proposal narrative.
- The application includes a budget that specifies how the funds are to be used.
- All other components of the proposed budget are justified in the narrative.
- While Provost Minigrants may be used to fund sabbatical leave funding requests, Provost Mini Grant funding is available to all faculty who meet the criteria above.

### **Post-Award Report:**

All faculty will submit a brief 1–2-page report describing the completed activities by **the final day of their funding period (December 31 or June 30)**. This report will be uploaded to the "Provost Mini Grants" page in Watermark.

### **Application Deadlines and Award Notification Dates:**

For updated dates regarding Provost Minigrant Application deadlines and notification on grant approval/denial, please see the [Academic Affairs Procedural Calendar](#).

## Provost Minigrant Application and Cover Sheet

Proposal Title: \_\_\_\_\_

Submitted by: Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

Award Period Requested: \_\_\_\_\_

Total Start-Up Funding Requested: \_\_\_\_\_

Submitter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Application Instructions:

1. Complete and attach this cover sheet.
2. Provide a brief (1 page max) description of the project for which you plan to request external funds, including an explanation of what needs will be met and what broader impact the project will have.
3. Respond briefly (1 page max) to the criteria enumerated in this application. Provide a budget showing how the funds will be spent.
4. Indicate (a) whether you have applied elsewhere for funds to support this project; (b) if that application was funded and by how much; and (c) whether you have received grant writing support from Academic Affairs in the past, and if so, what the outcomes were.
5. Attach a current copy of your Curriculum Vitae.

***Please do NOT include any additional attachments. Applications with additional documents may not be considered for funding. Upon securing chair and dean signatures, please submit completed application via [Watermark](#).***