



Minigrant Guidelines

Research Enhancement Program

The purpose of minigrants are to enhance research and creative opportunities for faculty members, support innovative research, and serve as seed monies to increase competitiveness in the acquisition of external funds or otherwise contribute to a creative repertoire.

Minigrant funds are subsidized by the University’s Research Enhancement Program and administered in accordance with the fiscal year (Sep 1 – Aug 31). Eligible tenure-track faculty are encouraged to apply year-round for the three categories of minigrant funding: Project Support (PS), Publication Support (PUB), and Travel Support (TS). The University Research Council reviews and recommends the funding of all applications, and grants are managed by the Office of Research and Sponsored Programs.

Incomplete applications are not processed and will be returned to the faculty member.

Applications for travel support must be submitted at least three weeks before the date of travel.

Project Support (PS)

PS grants provide support of up to \$1,500 to faculty for a specific research project, exhibit or creative activity (such as publish a musical composition or produce a CD). Allowable costs include supplies and materials, minor equipment, hourly student assistant wages, costs associated with exhibitions and performances, and specific services (i.e. contract services, sample analysis, translator, etc.). This grant is not intended to support instruction or the development or evaluation of curricular materials. Applicants are limited to **one** PS minigrant per fiscal year.

Award limit: \$1,500

Allowable costs:

- Supplies and materials
- Minor equipment
- Student assistant wages
- Exhibitions & performances
- Specific services

Publication Support (PUB)

PUB grants provide support of up to \$750 per article to assist faculty with publication expenses related to research. Successful PUB grants must be tied to a specific, accepted publication and require a 50% match from the college, department, or applicant. Allowable costs include page charges, publication fees, and indexing fees related to papers accepted by peer-reviewed (refereed) journals. Submission and review fees are not eligible for funding. Documentation of article acceptance and page charges is required. Applicants are limited to **one** PUB minigrant per fiscal year.

Award limit: \$750

Allowable costs:

- Page charges
- Publication fees
- Indexing fees

50% match required

Travel Support (TS) – 3 SEPARATE APPLICATIONS

TS grants provide support of up to \$750 each trip to assist faculty with travel associated with smaller research and creative projects and to present research findings. Funds are not intended to replace departmental professional development travel funds. NOTE: ***All travel support requests must include 1) a travel justification and a 2) budget breakdown. For requests to present research, or to exhibit or perform, documentation of acceptance is required. In addition, requests for travel to present research must also include an abstract of the published research OR an overview of your presentation that clearly demonstrates that it will cover the results of a systematic research study conducted using appropriate research methodologies.*** Requests submitted without these required items will not be considered for funding. This grant is not intended to support instruction or the development or evaluation of curricular materials. Applicants can submit multiple applications in a fiscal year. **Applications for travel support must be submitted at least three weeks before the date of travel.**

Award limit: \$750/trip and \$1,500 max per fiscal year

Allowable costs:

- Travel to present research
- Travel to exhibit or perform
- Travel to collect data
- Travel to participate in collaborative grant writing
- Travel for face-to-face meeting with program officers

Match is strongly encouraged

Eligibility

Individuals with a full-time academic appointment as professor, associate professor, assistant professor, instructor, and librarian I-IV are eligible to apply for minigrants. Non-tenure track faculty are not eligible.

Except under extenuating circumstances, individuals are not eligible to receive a minigrant during the same semester(s) that they are on faculty development leave or sabbatical. Individuals cannot receive funding for a Faculty Research and Creative Grant and a minigrant at the same time.

Funding Priorities

Special consideration will be given to applications in the following categories. However, priority consideration will not overshadow the need for sound and innovative research or creative endeavor.

- Support for junior faculty and others beginning new research programs;
- Applications which are directly related to the acquisition of external funding for research;
- Activities which will enhance the research capabilities of the faculty member, the department, or the university.

Unallowable Costs

Activities that are never eligible for minigrant support, regardless of worthiness, include:

- Personal computers and printers (upgrades or software will be considered if directly related to research activities);
- Materials for routine use in academic courses;
- Faculty salaries or supplementation of faculty salaries, or professional or support staff salaries;
- Professional development activities, including speaker fees;
- Program development or curriculum development activities;
- Non-faculty requests (students or staff), or requests from adjunct faculty or visiting faculty; and
- State-imposed limitations on the use of the funds (e.g., non-per diem food, door prizes, and gift certificates).
- Support for faculty dissertations or student theses and dissertations.

Awarded Minigrants

All awardees will receive an award email from ORSP with details on the grant FOP, award amount, reporting requirements, and other pertinent information.

Expenditures

All minigrant funds must be expended in accordance with the approved budget and are subject to applicable state and federal laws and regulations, as well as university policies and procedures. All funds must be expended in the fiscal year in which they are awarded and by the deadline given in the award email which is no later than August 1. Salaries may be expended through August 31.

Publication Credits:

Any publication resulting from a minigrant shall acknowledge that the project was "Conducted under a grant from the Stephen F. Austin State University Research Enhancement Program."

Final Report:

For travel to meet with a program officer or to participate in collaborative grant writing, recipients must complete a 200-word abstract describing the discussions/outcomes/next steps and cite any resulting publications or proposal submissions and funding.

For project support and travel to collect data, recipients must complete a 3-5 page report describing the project activities and outcomes and cite any resulting publications or proposal submissions and funding.

Results from previously funded minigrants will be considered in subsequent awards, as will the timeliness of the final report (if required). Individuals with outstanding or incomplete reports will not receive additional Research Enhancement Program funds.