

Minigrant Application

Travel Support (TS): Participate in Collaborative Grant Writing or Meet with Grant Program Officer

Please refer to Minigrant Guidelines.

All applications must be typed. Use paperclips to attach documentation - do not staple.

All applications must be received at least 3 weeks prior to departure date.



<p>PI INFORMATION</p> <p>Principal Investigator _____</p> <p>Department _____</p> <p>E-mail _____</p> <p>Phone Ext _____</p> <p>Project Title _____</p>	<p>PRIMARY PURPOSE (check <u>one</u> only)</p> <p><input type="checkbox"/> Participate in collaborative grant writing</p> <p><input type="checkbox"/> Meet with grant program officer</p>
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<p>Travel Details:</p> <p>Departure Date: <input style="width: 150px; height: 20px;" type="text"/></p> <p>Return Date: <input style="width: 150px; height: 20px;" type="text"/></p> <p>Destination: <input style="width: 240px; height: 20px;" type="text"/></p> <p>Amount of Funding Requested: (max of \$750 per trip) <input style="width: 80px; height: 20px;" type="text"/></p> <p>Attach either an itemized breakdown or a copy of the completed Travel Voucher https://ssb.sfasu.edu/sg/wf_fr.travelvoucherreq</p>	<p>MATCHING</p> <p>List any Matching Commitments for this Project or attach other department/college requests. Attach additional pages as needed.</p>	<p>Source</p> <p>Applicant <input style="width: 120px; height: 20px;" type="text"/></p> <p>Department <input style="width: 120px; height: 20px;" type="text"/></p> <p>College <input style="width: 120px; height: 20px;" type="text"/></p> <p>Other, <i>please specify</i> <input style="width: 120px; height: 20px;" type="text"/></p> <p><input type="checkbox"/> N/A</p>	<p>Amount</p> <p><input style="width: 120px; height: 20px;" type="text"/></p> <p><input style="width: 120px; height: 20px;" type="text"/></p> <p><input style="width: 120px; height: 20px;" type="text"/></p> <p><input style="width: 120px; height: 20px;" type="text"/></p>
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TRAVEL JUSTIFICATION Instructions: Please **attach** a brief explanation regarding why the travel is important to your research/creative agenda. Please **include** an explanation of your travel activities, potential benefits, and likelihood for external funding. Include grant specific information such as program announcement/solicitation, sponsor information, project concept, and if applicable, collaborators.

<p>PI CERTIFICATION</p> <p><input type="checkbox"/> I certify that this project does not directly support the conduct of a master's thesis or doctoral dissertation.</p>	<p>_____ Principal Investigator Signature</p> <p>_____ Chair Signature</p> <p style="color: red;"><i>After PI and Chair signature, campus mail application to ORSP Box 13024.</i></p>	<p>_____ Date</p> <p>_____ Date</p>
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For ORSP use only	Approved: \$ _____	FOP: _____
Pending Prior Year Reports: Yes No	Denied: _____	
Current Internal Grants: _____	_____	
Final Report Received _____	_____	_____
	URC Chair / ORSP Director	Date