

## MINIGRANT GUIDELINES – RESEARCH ENHANCEMENT PROGRAM

### Philosophy:

Research Enhancement funds form the basis of Stephen F. Austin State University's minigrant program. The minigrant funds are intended to enhance research opportunities for faculty members, support innovative research, and serve as seed monies to attract non-state financial support.

*Minigrants provide an opportunity for faculty to conduct small projects or preliminary research activities that will increase their competitiveness in the acquisition of external funds or will otherwise contribute to a creative repertoire.*

### Funding:

Minigrant requests for any amount up to \$2,500 will be considered. An estimate of shipping and handling costs for equipment requests should be included in your budget. Each individual is not limited in the number of minigrant requests submitted in a single fiscal year; however, awards to a single individual in a single fiscal year cannot exceed \$2,500 total.

When awarded, travel support generally will be limited to \$500. Travel awards from the minigrant fund should be matched with funds from other sources whenever possible.

Except under exceptional circumstances, individuals cannot receive funding for a Faculty Research Grant or a Research Development Program Grant, and a minigrant in the same fiscal year.

### Deadline:

Proposals are accepted any time, but the funds should be expended within the time frame specified in the award notice. All funds must be expended in the fiscal year in which they are awarded. This deadline for expenditures (other than salaries and benefits) is August 1st of each fiscal year to meet purchasing deadlines.

### Priorities:

Special consideration will be given to applications in the following categories. Priority consideration will not, however, overshadow the need for sound and innovative research.

- \* Support for junior faculty and other beginning new research programs;
- \* Projects which include student involvement in research activities;
- \* 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.

## Constraints:

Funds available for minigrants are limited; therefore, the following constraints should be considered in preparing your application:

- *Recipients of Previous Minigrants:* Preference will be given to new applicants. Recipients of previous minigrants normally will not be given additional minigrants during the first part of the fiscal year. Such applicants will be considered during the latter part of the year.
- Individuals are not eligible to receive a minigrant during the semester(s) that they are on faculty development leave or sabbatical.
- *Professional Meetings:* Only in special circumstances will expenses associated with professional meetings be considered. The presentation of your faculty research grant, minigrant, or research development grant results might constitute a special circumstance. To be considered, a copy of the invitation/acceptance to present the research results should be included with your minigrant request. Attendance or presentation of papers routinely submitted to a meeting does not qualify for minigrant support.
- *Travel Expenses for Visits with Program Officers or Industry Representatives:* Approval of such requests requires particularly strong justification and must be related to the acquisition of additional funds for research activities. Such requests must be accompanied by information regarding assessment of the likelihood of acquisition of funding, a Request for Proposal (RFP) for the funding competition if applicable, a concept paper, and a detailed itinerary of contacts you will make. Please visit with the Office of Research and Sponsored Programs for additional guidance in preparing this type of request.
- *Attendance at a Workshop:* Special justification is required for such attendance (e.g., a faculty member may require training to gain a special skill in order to introduce a recently developed technique into the local research program).
- *Preparation of a Manuscript:* Funds cannot be used for publication costs except for a book of a scholarly nature (not a textbook) for which publication has been assured, or for specialty items required for a manuscript; however, approval requires adequate justification. Printing and/or publication costs for manuscripts are not eligible for funding. This includes page charges.
- *Computer Equipment:* The acquisition of computer upgrade components or software will be considered **only** when these items can be justified in terms of specific research. No hardware purchases will be approved.

## Unallowable Costs:

Activities that are not eligible for minigrant support, regardless of worthiness, include:

- \* Personal computers and printers;
- \* Materials for routine use in academic courses;
- \* Faculty salaries or supplementation of faculty salaries;
- \* Professional development activities, including speaker or performance fees;
- \* Program development or curriculum development activities;
- \* Travel not directly related to conducting research / data collection (except under exceptional circumstances);
- \* 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).

## Awards:

Minigrant funds must be expended in accordance with the approved budget and are subject to all local, state, and federal fiscal regulations. All research activities related to a minigrant award are subject to applicable state and federal laws, as well as university policies and procedures.

## 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 awards <\$1,000*** - Recipients must complete a 200-word abstract describing the project outcomes and cite any resulting publications or proposal submissions and funding.

***For awards from \$1,000 - \$2,500*** - 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 submission.
- \* *Individuals with outstanding or incomplete reports will not receive additional internal funds.*