



Center for Scholarly and Creative Excellence Mini-Grant Application

Purpose

The purpose of the Mini-Grant Program is to provide flexibility to meet special funding needs that, without support, would prevent researchers from pursuing the project. The award is designed to help defray the cost of travel, supplies, and other materials necessary to conduct the project. These funds are not intended to be used to supplement any current funding or conference travel.

Eligibility

All tenured and tenure-track faculty members (Professor, Associate Professor, and Assistant Professor) are **eligible**.

Given equally meritorious applications, preference will be given to the support scholarship originating at GVSU, to individuals actively seeking alternative sources (particularly external sources) of support, and to individuals who have not received prior funding under this program (particularly within the past year).

Funding Limitations

Funding will be limited to **one grant per faculty member per year**. Awards will consist of a maximum of \$400.

Funding Cycles and Deadlines

CSCE Mini-Grant proposals will be accepted any time during the academic year. Your proposal is not approved until you receive a confirmation email from the center.

Application Process

On-line
Click on the link on the CSCE website and you will be directed to our on-line application process.

Reimbursement Requirements

All reimbursements are processed through your department. Submit your Travel & Expense vouchers, receipts, invoices, PO's etc. to your department staff. They will help you with any forms or Accounting requirements that must be met.

Mini-Grant recipients are expected to prepare a synopsis of the scholarship at the completion of the project. No further funding will be given to the faculty member until the synopsis is received and accepted by the Center for Scholarly and Creative Excellence. **Reimbursements will not be processed without the accompanying report.**