ORGS

Minigrant Guidelines
Research Enhancement Program

The minigrant program aims 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 Graduate Studies.

Overview of the three travel categories:

Project Support (PS) PS grants provide 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). 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 Hourly student assistant wages Exhibitions & performances Specific services (i.e. contract services, sample analysis, translator, etc.)
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 related to papers accepted by peer-reviewed (refereed) journals. 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 **Unallowable costs:** Review or submission fees **50% match required** (from the college, department, or applicant)
Travel Support (TS) – *3 SEPARATE APPLICATIONS* Applications for travel support must be submitted at least three weeks before the date of travel. 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. **All** travel support requests must include the following: 1) **travel justification -** a brief explanation regarding why the travel is important to your research/creative agenda (this is not a justification of the research to be presented, but rather how this presentation fits into your agenda). You may address how this	**Award limit: $750/trip and $1,500 max per fiscal year** **Allowable Travel costs:** Present research/exhibit/perform Collect data Participate in collaborative grant writing Meet face-to-face with program officers **Match is strongly encouraged**

presentation exceeds the resources allotted by professional development funds from your department/college.

2) **Itemized breakdown of costs.**

3) <u>**Requests to present research, or to exhibit or perform must also include**</u> documentation of acceptance.

4) <u>**Requests to present research must also include**</u> an abstract of the published research OR an overview of the presentation that clearly demonstrates that it will cover the results of a systematic research study conducted using appropriate research methodologies.

This grant is not intended to support instruction or the development or evaluation of curricular materials. Applicants can submit multiple travel support applications in a fiscal year.

Two new updates for Travel Support Minigrants in FY2020:

1. If multiple SFA faculty apply for travel support for the same presentation/performance, each application should provide justification for why all requested faculty are integral to the event.

2. Foreign travel exception for the *Travel to Present Research, Exhibit, or Perform* minigrant - Faculty can now apply for a maximum of 1 travel support minigrant with a maximum $1,500 award for a foreign trip. The justification should include why this trip should warrant $1,500.

*Requests submitted without required items will not be considered for funding. Incomplete applications are not processed and will be returned to the faculty member.

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.

Applicants are limited to <mark>one</mark> competitive award (RCA, RGD, or RPS) per fiscal year. Other limitations include:
    a. Individuals cannot receive a competitive award (RCA, RGD or RPS) during the same semester(s) that they are on faculty development leave or sabbatical.
    b. Individuals cannot receive a Project Support award at the same time as an RGD or RPS award.
    c. Individuals who receive an RCA cannot receive a Travel Support or Project Support minigrant award during the summer.

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;
- State-imposed limitations on the use of the funds (e.g., non-per diem food, door prizes, and gift certificates); and
- Support for faculty dissertations or student theses and dissertations.

Awarded Minigrants
All awardees will receive an award email from ORGS with details on the unique Banner FOP, award amount, reporting requirements, and other pertinent information.

Typical reasons why applications are returned/rejected
1. Applicant did not attach all required information.
2. Applicant did not complete all required application fields.
3. Signatures missing from application.
4. Travel requests submitted less than 3 weeks prior to trip.

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 Research Enhancement Funds will be considered when reviewing subsequent proposals, as will the timeliness of the final report (if required). Individuals with outstanding or incomplete reports will not receive additional Research Enhancement Program funds.