

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 _____ 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: _____</p> <p>Return Date: _____</p> <p>Destination: _____</p> <p>Amount of Funding Requested: (max of \$750 per trip) _____</p>	<p>MATCHING List any matching commitments (secured or applied for). Attach copies of matching requests for department/college.</p> <table border="1"> <thead> <tr> <th style="text-align: left;">Source</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>Applicant</td> <td>_____</td> </tr> <tr> <td>Department</td> <td>_____</td> </tr> <tr> <td>College</td> <td>_____</td> </tr> <tr> <td>Other specify source</td> <td>_____</td> </tr> </tbody> </table>	Source	Amount	Applicant	_____	Department	_____	College	_____	Other specify source	_____
Source	Amount										
Applicant	_____										
Department	_____										
College	_____										
Other specify source	_____										

COMPLIANCE AREAS (Mandatory Field - check all that apply)

N/A

Human subjects (including surveys) Use of hazardous materials

Vertebrate animals (including agricultural use/ field work) Export Control

CHECKLIST Please *attach* :

1. Travel justification that includes:

- a. Explanation of travel activities;
- b. Itemized budget;
- c. Why the travel is important to your research/creative agenda;
- d. Potential benefits for this meeting/activity;
- e. Likelihood for external funding (include specific information such as program announcements, sponsor information, project concept, and list of collaborators as applicable); and
- f. Confirmation from grant program officer or collaborators that they will participate.

2. List any matching commitments for this project; attach other department/college requests if applicable.

3. If multiple SFA faculty will be applying for support for the same collaboration/meeting, provide justification on the necessity of multiple SFA faculty to travel.

Limitations

Individuals who receive an RCA cannot receive a Travel Support or Project Support minigrant award during the summer.

Review the Minigrant Guidelines document for funding limitations

APPLICANT CERTIFICATION

I certify that this project does not directly support the conduct of a master's thesis or doctoral dissertation.

I certify that the statements in this application are true, complete, and accurate to the best of my knowledge.

If this project is awarded, I agree to accept sole responsibility for the conduct of this project and will adhere to all university policies and procedures. I accept responsibility for payment of any and all over-expenditures should they occur. I will review the PI/PD Responsibilities document and the Research Enhancement materials on the website to ensure I adhere to all program requirements.

I will provide any required progress reports. Any publication, poster, or presentation resulting from this grant will state, "The project was conducted under a grant from the Stephen F. Austin State University Research Enhancement Program."

Principal Investigator Signature

Date

DEPARTMENT REVIEW & APPROVAL

I have reviewed the applicant faculty status and verify this faculty is tenure-track and eligible to apply. In addition, I have reviewed the budget, matching funds (if indicated), and approve the faculty project.

I certify the faculty member will have the required space/facilities and time to perform the project.

Chair Signature

Date

After PI and Chair signature, campus mail application to ORGS Box 13024.

For ORGS use only

Pending Prior Year Reports: Yes No

Current Internal Grants: _____

Denied (see email)

Approved \$ _____ FOP: _____

Compliance Verification NA

Approvals required _____ Approvals received _____