

COLLEGE OF ARTS AND SCIENCES MINI-GRANT GUIDELINES, Spring 2017

Purpose, Scope and Eligibility.

College of Arts and Sciences mini-grants support scholarship and creative activities by tenure track faculty across the college except those holding visiting appointments. An award will typically be for \$500 to somewhat over \$1,000.

A primary goal of the mini-grant program is to provide seed funding for new projects with the potential to attract external support. Many mini-grants lead to grant proposals. Any project concerned with scholarship or creative activities that can lead to peer reviewed manuscripts (including the scholarship of discovery, application, integration, and/or pedagogy) is potentially fundable. Any questions about the eligibility of a project may be directed to members of the Research Affairs Committee (below).

Requests from faculty who have recently been funded by the mini-grant program will receive lower priority than new projects and new faculty research. Proposals to continue funding for previous mini-grant projects must document efforts to attract outside funding, as well as a description of the scholarly/creative activity resulting from the earlier award (reprints, photographic prints, slides of art works, etc.). The committee discourages proposals from faculty who have had mini-grant support during the previous twelve months.

Please carefully review the Budget Guidelines.

Members of the Research Affairs Committee [* indicates appointed by the Dean]:

Dr. Pat Morandi*, Mathematical Sciences (2018), 1

Prof. Bruce Berman*, Journalism & Mass Communications (2018) 2

Dr. Michaela Buenemann, Geography (2017), 1

Dr. Jennifer Curtiss, Biology (2017) 1

Dr. Michael Marks*, Psychology (2018), 1

Dr. Joe Song, Computer Science (2019), 1

Dr. Jim Murphy, Associate Dean, ex-officio

Dr. Enrico Pontelli, Dean, ex-officio

1 or 2 after name = number of terms served

General Guidelines.

The proposal must address a specific scholarly problem or creative activity by the Principal Investigator (PI). The PI must clearly justify the need for grant funds and the agency to which a proposal for additional funding could be submitted. Members of the Research Affairs Committee will review the proposal for funding. The broadly representative membership of the

Research Affairs Committee makes it essential that the proposal be written in a style that facilitates review by faculty who are not in the PI's discipline.

Members of the Research Affairs Committee may not apply for mini-grants while serving on the committee, and may not vote on proposals from their home departments.

Mini-grants are expected to lead to the dissemination of scholarship or creative activities including publications, presentations or exhibits. Mini-grants cannot directly support page charges, book subventions or conference travel.

Proposal Format.

a. Cover Page. Please include the following:

- A proposal title
- Your name and home department
- The start and end dates for your mini-grant
- The total costs requested
- A brief summary of any cost sharing (cost sharing is encouraged, but not required)
- Potential programs or public/private agencies to which you could apply for additional funds
- Potential expected venues for the dissemination of your work

b. Narrative. The proposal narrative should be single spaced in 12 point font). It should be no more than 3 pages. These pages are in addition to the budget document and a brief c.v. The Narrative should include the following:

- A description of the significance of your research or creative activity
- A summary of the significant literature or works applicable to your project
- A justification for why you need mini-grant funds
- A description of the methodology for your project
- A timeline for your project.

c. References. Please include a list of references cited (no page limit)

d. Budget. Please fill in and attach a Grant Budget Form. The Budget Form is available for download on the mini-grant Web site. The budget must indicate what the mini-grant funds would cover, and detail any cost sharing (personal, department, etc.). Each item in the budget should specifically relate to items essential for your proposal (stipends/wages and fringe benefits, materials, project travel, etc.).

Cost sharing by departments is desirable but not required. The use of department space, utilities, office or lab equipment, or clerical staff assistance is not considered cost sharing unless

they would be provided to the PI specifically for the mini-grant project. Research assistants are not considered a cost share unless provided by the department outside and beyond any other grant assistantships provided for the faculty member.

Faculty, Graduate Assistant, or Administrative Assistant salaries are not funded by mini-grants. Additional personnel may be funded in some cases. All requests for salary must have a detailed justification.

The current rates for fringe benefits rate for undergraduate students is 1.1, and 1.3% for graduate students.

Any travel must be specifically related to the project. Examples include travel to collections, research sites, training sessions, interviews with participants, or meetings with collaborators. **Travel to present the results of mini-grant funded scholarship or creative activity will not be funded.** Standard NMSU mileage (currently 53.5 cents per mile) and per diem rates should be used. A PI is expected to provide at least 50% of the costs of travel from other sources (personal, department, etc.). Per diem coverage cannot exceed ten days.

Any requests for equipment must be strongly linked to the mini-grant proposal. Computers may not be purchased from mini-grant funding. Any equipment purchased from mini-grant funding is the property of NMSU.

Please discuss any needs for postage, freight and similar matters in your application.

e. C.V.

Please attach a brief c.v. that includes your publications or other dissemination of scholarship or creativity for the past three years; your external funding for the past three years; any previous college mini-grants; the number of years that you have been at NMSU; and your current rank.

Final Report.

The PI must submit a written report to the Associate Dean for Research within 30 days after the mini-grant ends. A report form is included in the College's Web site. A PI who does not submit the final report is not eligible for future mini-grant funding.

Publications or products resulting from mini-grant support must acknowledge the mini-grant support provided by the College of Arts and Sciences.

Application and Final Report Submission.

Please **submit applications as a single pdf file** to the Research Affairs Committee Chair, Dr. Pat Morandi, at pmorandi@nmsu.edu, and cc your application submission to Associate Dean Jim Murphy at murphy@nmsu.edu .

Please submit final reports to Associate Jim Murphy at murphy@nmsu.edu.

Checklist.

This checklist may assist you.

- _____ Cover Page
 - _____ Proposal Title
 - _____ Name, Department
 - _____ Start and End Dates
 - _____ Total Costs
 - _____ Cost Shares
 - _____ Potential programs or agencies for future proposal submissions
 - _____ Potential dissemination venues for the products of the proposed effort

- _____ Narrative (3 pages maximum)
 - _____ Abstract including methodology and timeline
 - _____ Reasons funding needed
- _____ Reference/Citation list

- _____ Budget

- _____ CV