Clayton State University
CIMS/STEM
Minigrant Application Form
Due: November 1, 2024
If grant is awarded, all requests for reimbursement should be submitted by **June 1, 2025**.

While we would like to honor all applications, some categories of applications may not be deemed suitable for this grant:

- These grants will not be given for salary to pay either yourself or a student assistant.

- No awards will be given for summer travel taking place after **June 1, 2025**.

- These grants are meant to cover up to $1,000 of expenses. If you submit a proposal asking for more than $1,000, then you must explain where the other funds will come from.

To facilitate evaluation of these grants, the committee asks that applicants follow the format precisely and not alter the form.

Please download this Word document on your computer, fill in the required information and then save it with your name followed by the words **2024-25_minigrant_application**

- Do not remove the grading rubric.
- Do not change the font.
- Do not convert it to a PDF file.

Please submit your completed application to Genesis Polo (genesispolo@clayton.edu).

All minigrant requests received by **November 1, 2024** will be reviewed by the committee.

I.   Purpose

Would you like to travel to a conference? Do you have a research idea, but lack the resources to purchase the needed supplies or equipment? Would you like to write a grant but need to travel to work with collaborators? Is there some other professional enhancement activity that you think would be great if only you could afford it? The STEM minigrant program has been established to enhance these kinds of endeavors.

II.   Scope

Grants of up to $1000 will be awarded to be used between **January 1, 2025 and June 1, 2025**. Applications from teams of up to two faculty are allowed, for a maximum of $2000.

You may apply under four different categories: 1) travel; 2) research supplies; 3) grant writing; or 4) other professional development.

III.   Eligibility

All tenured and tenure-track faculty are eligible and encouraged to apply.

A faculty member may submit more than one application. However, each application must be for a different project. Up to $1000 will be awarded for a single project. Awards will be given based on the merit of the applications.

IV.   Faculty expectations

Recipients of this award are expected to write a 1-2 paragraph(s) statement explaining their grant activities and accomplishments by **June 1, 2025**. All statements should be addressed to the Dean.

V.   Restrictions

Applicants who receive a minigrant may apply for a grant in subsequent years, but unless there are special circumstances, priority will be given to applicants yet to receive funding or to faculty who have received less than $500 in the previous round of applications.

If you receive a minigrant but do not use it, you would be disqualified from reapplying for the next academic year. (Special circumstances will be considered, e.g. Covid-19 or travel mandate).

Members of the minigrant review committee are not eligible to apply for the grant. Minigrant committee members who wish to apply for a grant will withdraw from the committee so there is no conflict of interest.

VI.   Application process

Applicants must answer all questions on the attached forms and include a budget.

VII. **Selection process**

A. The minigrant review committee will review the applications and send recommendations to the Dean of the College, who will make the final decision on approval of awards.

B. The clarity, timelines, budget, and anticipated professional benefit to faculty will help the committee to arrive at decisions. To expedite the process as necessary, the chair of the Minigrant committee is allowed to contact the applicant(s) for clarification at any time during the process.

C. Award recipients should be notified of a funded grant by **December 1, 2025**.

VIII. **Prioritization**

Projects which include any of the following will be ranked **High**:

- Involves student involvement in research activities
- Directly relates to acquiring external funding for research
- Enhances the research capabilities of the faculty member, department, the College, or the University.

IX. **Acknowledgements**

All faculty who receive a grant should acknowledge these funds in any publications or presentations in the following manner: **Clayton State University, STEM Minigrant, FY 2024-25**.

Minigrant application Cover Sheet

Name of Applicant

Department

**Number of years
at Clayton State**

Rank:

☐ **Assistant Professor**   ☐ **Associate Professor**   ☐ **Professor**

**Type of next
review**
(pre-tenure,
 post-tenure, tenure
and/or promotion)

Date of next review

Title of project:

**Have you received a
STEM minigrant before?**

**If yes, when and for how
much?**

**If applicable, did you
spend all grant funds
allotted to you?**

Each applicant must answer sections **I-VI** below. The applicant can change the spacing but should not exceed four (4) pages for these six sections:

I.   **Category of Faculty Development** (travel, research supplies, grant writing or other professional development)

II.   **Description of Activity**

III.   **Specifics for your project**

      A. If you are attending a conference, please provide your abstract below. Include the name, location, dates and your role in the conference.

      B. If you are writing or plan to write a grant, include a summary below and indicate when/where the grant will be submitted.

      C. If you are applying to order supplies or under other professional development, leave this section blank, but describe your activities in detail in the box above titled description of faculty development.

IV.   **Expected Impact on Professional Development**

V.   **Explain below how your activities are beneficial to:**

      a.   **Your department.**

      b. **Instructional development.**

VI.   **Itemized Budget**

These are suggested items. Each applicant can change this section to support their project. However, faculty and student salary, as well as release time, will not be granted. Please be specific on how you plan to spend your money:

Item	Budgeted Amount
Conference Registration	
Transportation	
Abstract submission fee	
Lodging	
Per diem costs	
Equipment	
Supplies (include shipping costs)	
Copying/printing	
Other (specify)	
Total	

Grading rubric (to be completed by members of the Committee)

Name of Applicant:

Department of Applicant:

Award factors	Weight decision criteria			Rating
	Negative (0-1)	**Neutral (3-5)**	**Positive (7-9)**	
Cover sheet	Poorly prepared	One item omitted or page is difficult to read	All items completed; easy to read	
Comments of cover sheet:				
I. Category of faculty development	Not completed or a category selected that is not on list		Clearly noted	
Comments on category of faculty development:				
II. Description of faculty development	Missing, unclear or irrelevant	Description of activity(ies) is stated vaguely and inconclusively	Description of activity(ies) is clearly stated	
Comments on description of faculty development:				
III. Specifics of project (not rated if faculty is requesting supplies)	Abstract or summary is missing, unclear or irrelevant; more than one question/detail is omitted	Abstract or summary is unclearly written and/or is not a significant project; one question/detail is omitted	Abstract or summary is well written and demonstrates a significant project; all questions/details are included	
Comments on specifics of project:				

Name of Applicant:

Award factors	Weight decision criteria			Rating
	Negative (0-1)	**Neutral (3-5)**	**Positive (7-9)**	
IV. Expected impact on professional development	Missing, unclear or irrelevant; proposed activities will not benefit faculty member	Proposed activities will moderately affect faculty member	Proposed activities will strongly benefit faculty member	
Comments on expected impact on professional development:				
V. Benefit to department, college or instructional development	Missing, unclear or irrelevant; proposed activities will not benefit department, college or instructional development	Proposed activities will moderately benefit department, college or instructional development	Proposed activities will strongly benefit department, college or instructional development	
Comments on benefit to department, college or instructional development:				
VI. Budget	Budget lacks details, contains items not covered by the grant and/or is over the $1000 limit	Budget is moderately detailed. It may contain items not covered in the grant and/or is over the $1000 limit	Budget is very clearly detailed. It does not contain items not covered in the grant and/or is over the $1000 limit	
Length of proposal	Sections I-VI are over the 4 page limit		Sections I-VI are within the 4 page limit	
Comments on length of proposal:				
Other considerations (for example, submitting proposal late, first time submitting proposal)	Comments:			

Total points				
Possible points				
Percentage				

Notes: