Application Form for Faculty Mini-Grants

Eastern Mennonite University

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Project title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project description:** (please type)

**Project schedule:**

**Project significance:**

**Completion date:**

**How do you propose to report on the completion of the project?**

**Funds requested:**  ($250 and $500 amounts preferred; detailed budget not required)

**Other funding:**

**Number of previous mini-grants** \_\_\_\_\_\_\_\_\_\_\_\_ **Date of last mini-grant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other comments:**

*Applications due October 31, for the following academic year. See mini-grant criteria on reverse side.*

**Faculty Mini-Grant Guidelines**

1. Grants are awarded for scholarly work in a discipline that extends beyond the normal scope of teaching responsibilities. Course revisions, curriculum development, and normal faculty development such as workshop or conference attendance are excluded.

2. Awards currently are small. Proposals need not be complex or developed in detail.

3. Faculty who have received a previous grant are expected to complete that work before being granted new awards.

4. Review criteria and their normal weighting are:

- significance to the profession, the institution, the

 church, the community/public

* scholarly product
* "finishable" (likelihood of completion)

 - first request/number of previous grants

5. A brief report is due at the end of the academic year for which the award is granted. Report forms are available from the Undergraduate Dean’s Office.

adopted 10/5/89, revised 8/94, 3/95

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Current 9/08