SMALL GRANT GUIDELINES

Purpose:
The purpose of the small grants is to provide support for research, service and service-learning, teaching and advising activities, or use of technology in one of these areas at California University of Pennsylvania.

Definitions:
Research, Service and Service–Learning, Teaching and Learning, and Technology are defined by the FPDC subcommittees. See the FPDC website for more information.

Eligibility:
Recipients must be faculty members. Novice researchers are encouraged to apply for a Research Subcommittee small grant. The Research Subcommittee also invites faculty-student research projects; however, a faculty member must be the principal researcher, since the purpose is not to fund student research. In joint faculty-student research projects, the student(s) must work in partnership with the faculty member, not merely for or under the faculty member.

Uses:
Small faculty grants will be awarded for a wide variety of uses, including materials, book purchases, administrative costs, discussion groups, new equipment (see Limitation #4), computer programs, guest lecture fees, etc.

Limitations:
1. The maximum award will be $1000.00. [NOTE: Grant proposals to the Teaching and Learning Subcommittee should address how student learning or advising will be enhanced through the grant proposal project.]
2. Grants must be used in direct support of research, service and service-learning, teaching and academic advising, or the use of technology in one of these areas.
3. Although grants may be used for honoraria for guest presenters, they may not be used to pay salaries or stipends to the applicants.
4. Requests for equipment will be considered, provided that the proposal offers strong justification related to the needs of the project. Any such items purchased with FPDC grant funds will be the property of California University of Pennsylvania. Computing equipment or software must be approved by Computing Services.
5. Awards will not be made to faculty for projects that have already been completed, or to projects that are nearly complete at the time the faculty member applies.
6. Only one application per subcommittee per year will be accepted.
7. Priority will be given to new applicants whose proposals qualify.
8. Grants may be awarded only for activities that fit the subcommittee’s definition.
9. Funds will not be available for disbursement until after the beginning of the semester for which the funds were requested.

Application Procedure:
Briefly describe:
1. Activity or project for which funds are requested.
2. Specific project objectives.
3. Potential contribution of this project to the applicant(s) professional development within the area (research, teaching, service-service learning, and technology) for which the funds were requested.
4. Timeline for activity or project, including all key activities and ending date.
5. How the funds specifically will be used.
6. How your proposal will both benefit the organizations to which you are contributing and this university.
7. All additional funding sources and/or provide back-up documentation related to anticipated funding.

Attach a letter of endorsement from the dean. NOTE: The Subcommittee will not consider any applications that do not have the support of the dean. The proposal may not exceed five pages in length, including the title page.

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Evaluation:
Members of the subcommittees will review each application for its value, clarity, feasibility, and potential contribution to the professional development of the faculty member(s).

Funding Procedure:
The funds are to be utilized in the term for which they were requested. If extenuating circumstances arise which impede the progress on the project, then the project director must request an extension by submitting an appropriate justification for the delay and a revised timeline for completion of the project. If the faculty member(s) cannot (or choose not to) complete the project at all, then they must notify the FPDC that they will not be completing the project. If an extension is not requested, any grant funds not used or encumbered by the end of the project period are to be returned to the FPDC.

To obtain the funds, the project director must send an e-mail message to fpdc@cup.edu with specific details of the expenditure that is being requested. Include in the e-mail message:
1. the name and term of the award that will fund the expenditure, etc.;
2. a complete description of the item (i.e., cost, vendor information, justification for the expenditure, etc.), and
3. the ten-digit SAP fund center number for the faculty member’s department.

Upon verification that this expenditure adheres to the goals of the proposal, the funds will be transferred to the faculty member’s department after which the departmental secretary can submit a purchase requisition for processing. Please note that no reimbursements of expenditures can be made unless a SAP requisition is prepared and approval for the expenditure is received prior to the expenditure of funds. Therefore, it is important to request the transfer of funds to your departmental funding center prior to any purchases since no funds can be spent after the fact. The project director must maintain copies of documentation (i.e., receipts, paid invoices, etc.) for all expenditures to submit to the Faculty Center with the final report that is required from all awardees.

NOTE: Any grant funds not used within the timeline identified in the project will be returned to the Faculty Professional Development Committee unless an extension is requested by the awardee and granted by the Faculty Professional Development Committee.

Final Reporting Requirements:
By accepting any small grant, it is understood that the recipient will be responsible for submitting a final report. This report is due within 30 days of the end of the award period (generally 30 days after grades are due for the semester). This report must document the completion of stated goals (and in the case of a Technology Subcommittee grant, a demonstration of how the technology was used as a required part of the reporting process). Copies of receipts (verifying an appropriate expenditure of the funds) must be attached to the report.

NOTE: No FPDC grant can be approved until all due final reports have been received by the FPDC on any previous grant for which funds have been spent. The final reporting guidelines are on the Awards and Grants page of the Faculty Professional Development Committee website.

Deadline:
All applications must be received at the Faculty Center on or before noon on the following dates:
- November 1 for the Spring Semester
- March 15 for the Summer and Fall Semesters

If these either of these dates falls on a weekend or holiday, the deadline will be extended to the next business day.