



**DATE:** Thursday, 5 December 2024  
**To:** Faculty and Professional Staff  
**From:** Senate Faculty and Professional Staff Affairs Committee  
**Subject:** **The Professional Development Mini-Grant**

The NJCU Senate Faculty and Professional Staff Affairs (FPSA) Committee invites faculty and professional staff to apply for Mini-Grant awards of up to four hundred (\$400) dollars per person for the **2024–2025** academic year.

**Deadline for applications: January 31, 2025.**

Activities associated with Mini-Grant applications must be conducted during the 2024–2025 academic year (July 1, 2024 – June 30, 2025.) **All awards are subject to and contingent upon the availability of funds.**

Mini-grants are awarded for individual initiatives related to teaching, scholarly and creative work, and professional development.

As per the travel policy (effective January 1, 2013), mini-grants **may** be used to supplement funds received for travel partially but not fully covered by Academic Affairs, Career Development, or Separately Budgeted Research. Please note, however, that if you are requesting compensation for travel, you must submit **a completed travel request form indicating what funding you have already been awarded from other sources.** Please plan ahead and submit your travel request **in advance** so that you can include the **completed travel request** with full funding information and **administrative signatures** with your mini-grant application. If you are requesting funding for travel, the committee will only consider your application if you include this completed travel request form. (Note: a submitted travel request with only your signature and no indication of what funding you may or may not receive is not a completed travel request.)

**Please note:** Mini-Grant applications should not be used for books or a/v materials that may be available through the Guarini Library’s book order process or through your department. Mini-Grants **are not awarded** for degree-related activities or for administrative expenses (e.g. typing, photocopying, postage, office services, etc.). Currently, adjunct faculty may not apply for Mini-Grants.

**Criteria for Consideration:**

**Mini-Grants are to be used by faculty and professional staff for the furtherance of scholarly and creative work, and professional endeavors.** The committee recommends high-quality, exemplary proposals that fall into one or more of the categories below. A clear rationale should be provided for each proposed activity, explaining how it enhances your professionalism

1. Continuing professional training or education (non-degree related).
2. Travel to and attendance at workshops or conferences (delivering a paper, chairing sessions), or representing NJCU at professional, academic, or cultural gatherings where scholars or professionals are invited to attend.
3. Travel related to scholarly and creative work.
4. Subscriptions to professional journals; membership or other dues in professional organizations or cultural institutions.
5. Books or supplies explicitly related to scholarly and creative work, teaching, or professional development **that cannot be purchased through the library or your department.**
6. Costs associated with exhibition or publication of research (for example, the cost of preparing an index or any costs that relate to an actual art exhibition or performance).
7. Technology (hardware, software, audio-visual equipment, videos, CDs, DVDs, or other technological equipment) that assists scholarly and creative work, teaching, or professional development and that is not available through the library, your department, or the technology department. **Note: equipment purchased through this grant becomes NJCU property and must be registered and tagged with the IT Department.**
8. University-sponsored events that benefit NJCU (for example, speaker's compensation).

**Please Submit:**

1. **A brief description of each activity. The description of each activity should include a clear rationale explaining how it enhances your professionalism.**

Please describe each proposed activity in 100-250 words on the attached form and explain how it is related **to teaching, scholarly/creative activity, or professional development.** Be as specific as possible in your rationale.

2. **Accounting of expenditures for each activity.**

Include a detailed budget of all expenses e.g., registration fees, travel costs, dues, etc.

3. **Supplemental materials.**

Include any supplemental materials showing the exact amounts of expenses, as well as relevant brochures, pamphlets, flyers, promotional materials, etc.

Failure to complete the application form, provide a coherent description of and clear rationale for activities, and a complete account of expenses (and, for travel, a completed travel request form) will result in disqualification of your application.

All state regulations apply to the expenditures of funds. Successful Mini-Grant recipients must follow state guidelines and submit receipts. Please remove personal financial information from documents, such as credit card numbers, addresses, phone numbers, etc.

A PDF of the completed application (including supplemental materials) is to be submitted to **the Office of Academic Affairs** at [minigrants@njcu.edu](mailto:minigrants@njcu.edu) by 5 p.m. on **January 31, 2025**. You can expect an email receipt for your submission within 24 hours (i.e., one business day). If you do not receive an email receipt, please reach out to the Office of Academic Affairs. Should you have any questions about the Mini-Grant, please contact the Faculty and Professional Staff Affairs Committee through the Senate Office at [senate@njcu.edu](mailto:senate@njcu.edu).

cc: Andres Acebo, President  
Donna Breault, Provost  
Fran Moran, Senate President

**New Jersey City University  
Professional Development and Renewal Program**

**Mini-Grant Professional Development Funds Application  
Academic Year 2024–2025**

**Please note:** A PDF of the completed application (including supplemental materials) is to be submitted to the Office of Academic Affairs at [minigrants@njcu.edu](mailto:minigrants@njcu.edu) by 5 p.m. on **January 31, 2025**.

Name \_\_\_\_\_

Department/Unit \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Position/Title \_\_\_\_\_

**Funding Period:** July 1, 2024 – June 30, 2025 (Maximum of \$400)

**Brief Description of Each Proposed Activity:**

Please attach a description of each proposed activity (100-250 words) and provide a clear rationale explaining how funding of the activity would enhance your professional career.

**Have you received any funding from any of the following sources?**

Career Development	Yes_____	No_____	Amount_____
Your Department	Yes_____	No_____	Amount_____
Travel Request	Yes_____	No_____	Amount_____

**NOTE:** If you are requesting compensation for travel, you must submit a **completed travel request form signed by all appropriate administrators and indicating what funding you have already been awarded from other sources.** (Note: a submitted travel request with only your signature and no indication of what funding you may or may not receive is not a completed travel request.) The committee will only consider your application if you include this completed travel request form.

Failure to complete the application form, provide a coherent description of and clear rationale for each activity and a complete account of expenses (and, for travel, a completed travel request form) will result in disqualification of your application.

---

Applicant Signature

Date