

Minigrant Application and Overview 2021-2022

Date: Wednesday, 15 December 2021
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 three hundred (\$300) dollars per person for the **2021–2022** academic year.

Deadline for applications: January 28, 2022.

Activities associated with Mini-Grant applications must be conducted during the 2021–2022 academic year (July 1, 2021 – June 30, 2022.) **All awards are subject to and contingent upon 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.**
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 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 as 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 number, address, phone number, etc.

A PDF of the completed application (including supplemental materials) is to be submitted to the Office of Academic Affairs at Provost@njcu.edu by 5 p.m. on **January 28, 2022**. You can expect an email receipt for your submission. 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 senate@njcu.edu.

cc: Sue Henderson, President
Tamara Jhashi, Provost
Fran Moran, Senate President

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

**Mini-Grant Professional Development Funds Application
Academic Year 2021–2022**

Please note: A PDF of the completed application (including supplemental materials) is to be submitted to the Office of Academic Affairs at Provost@njcu.edu by 5 p.m. on **January 28, 2022**.

Name _____

Department/Unit _____ Phone _____

Email Address _____

Position/Title _____

Funding Period: July 1, 2021 – June 30, 2022 (Maximum of \$300)

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

Overview of the NJCU Mini-Grants Program

Benefits:

Mini-grant funds have never been more important at NJCU as greater pressure has been put on junior faculty to publish and on senior faculty to enhance their scholarly profiles.

Mini-grants augment the very limited conference funding deans provide, helping junior faculty in particular to attend international conferences without undue pressure on their personal finances. Mini-grant funds also offer ways for faculty to maintain memberships in professional organizations that have high annual dues. In addition, they provide modest publication subventions for indexing forthcoming books as academic publishers move away from providing that service for free. They can also help faculty acquire materials that departments, colleges/schools, or the library cannot afford to enhance the educational experience for students. The benefits far outweigh the costs.

Shared administration by:

- The NJCU Senate Executive Committee (SEC) / Faculty and Professional Staff Affairs (FPSA) Committee and
- The Office of Academic Affairs.

How it works, in chronological order:

- The Office of Academic Affairs sends the SEC / FPSA Committee information about available funds for the program.
- The SEC and FPSA Committee announce the competition; **see attached Guidelines and Application form for AY 2021-2022.** (See also the timeline, below.)
- Full-time faculty and professional staff apply for mini-grants to cover expenses related to teaching, scholarly and creative work, and professional development. **Recommended maximum award: \$300.**
- Applications are submitted to the Office of Academic Affairs (Provost@njcu.edu); the sender receives an acknowledgement of receipt within one business day.
- The Office of Academic Affairs forwards applications to the SEC / FPSA Committee for review
- The FPSA Committee reviews applications and selects mini-grant recipients and amounts. The committee forwards recommendations to the Office of Academic Affairs.
- The Office of Academic Affairs sends letters to mini-grant recipients.

Timeline for this academic year (July 1, 2021 – June 30, 2022):

December 1, 2021	Academic Affairs sends the Senate Executive Committee (SEC) / FPSA Committee information about program funding for the current academic year.
------------------	---

Announcement of Mini-Grant Competition by the SEC / FPSA Committee;
distribution of guidelines/application form.

- | | |
|---------------------|--|
| January 28, 2022 | Applications of full-time faculty and professional staff are due. |
| March 15, 2022 | Completion of evaluation by Senate FPSA Committee and forwarding of recommendations to the Office of Academic Affairs. |
| April 15, 2022 | Notification of applicants by the Office of Academic Affairs. |
| April–June 30, 2022 | Awardees submit reimbursement documentation to the Office of Academic Affairs; distribution of funds. |