

CFA MINI GRANT SUPPORT REQUEST FORM
Pilot Program 2015-2016

Deadline for submission: _____

Name _____ Phone _____ Date _____
 Department _____ Email _____
 Date of Expenditure: _____

Description: These support funds are designed to assist with the scholarship (research/writing/creative work) needs of the tenured/tenure track and termed (Clinical, Instructors, and Visiting Assistant Professors) faculty members. Support funds should only be utilized for practical and finite needs of which the maximum grant award of \$200 will provide small but meaningful financial assistance.

Requests eligible for funding might include (but are not limited to): *Personal permission/copyright; transcription services; research site visits; event attendance; memberships; purchase of small technological equipment (e.g., recording devices, personal software or printers).*¹ Any equipment will remain the property of the Department (and/or College) and should be made available for the use of other faculty as appropriate upon request. This fund is not available for any form of travel.

All tenured/tenure track and termed faculty in the College of Communication and Fine Arts are eligible to apply for this grant with the initial support and verification of the Department Chair. All allocations and permissions are subject to the approval of the Dean. Funds are limited and requests with accompanying justifications should be limited to no more than \$200.00. No funding will be granted retroactively.

Itemized Expense/Object

Item:	Person and/or Organization Paid	Brief description of use	Cost
			TOTAL COST:

Purpose of Support: (Attach, if needed, a 200 word or less narrative description. Please indicate whether additional funding for the larger projected is received from any other source.)

* All original valid receipts should be attached to your approved Requisition for any expense reimbursement according to the IRS accountable plan and as stated on University Purchasing and Payment Policy

Faculty Signature _____ Date _____
 Department Chair _____ Date _____
 Dean's Office _____ Date _____

¹ Regulations and procedures for purchasing electronic equipment that costs more than \$100.00, can be found on the University Policy statement which is attached to this document. Please consult this statement before submitting the Mini Grant application.