Small Grant

Purpose

Small Grants, awarded for amounts up to $1000 from the Office of Research and Economic Development, and matched by contributions from Colleges and Departments, are intended to enable research that bridges a gap in extramural support, seeds funding of an extramural sponsored program, or fulfills a need of scholarly or creative activity that cannot be addressed by extramural support.

Restrictions

Small Grants will be made for up to $1000 to be matched fully or in part by Departments and Colleges. ORED funds must be expended by the end of the fiscal year (August 31), additionally subject to UNT BSC fiscal year-end procurement deadlines.

Funds from Small Grants may not be used for travel in pursuit of extramural funding or to workshops and conferences. Visits to funding agencies in pursuit of sponsored programs is supported via the ORED PEST program and UNT Colleges frequently provide “supplement travel support” for other travel purposes. Travel reimbursement will be based on actual expenses (up to the GSA per diem limit) and itemized receipts will be required. In addition, certain items may not be paid for using state funds, for example, alcohol, tips and gratuities, and gifts cards.

Eligibility

To be eligible for a Small Grant the faculty member must hold the academic rank of Assistant Professor or higher and be employed on a full-time basis in a permanent or tenure track position.

Selection Criteria

Priority will be given to requests for funds that match those from Department and College sources. Preference will be given to new faculty developing their research programs or faculty who are reinitiating or redirecting their research.

Deadline

Applications for Small Grants may be made at any time during the year. Generally, applicants will be notified within ten business days of receipt of the application.

Submission

Fill in each section of the application, obtain Department and College signatures attesting to their cost matching, and return to The Office of Research and Economic Development, Hurley Administration Building, or send a scanned image of the completed and signed form via email to “intramuralgrants@unt.edu.”
OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

SMALL GRANT

Section I

Applicant Name: ________________________________ Emplid #: __________________

Phone Number: ________________________________ Email: __________________

Division/Dept.: ________________________________

School/College: ________________________________

Academic Rank: ________________________________ Tenure Status: __________________

Years at UNT: ________ Latest Degree & Year Completed: __________________

Enter an informative statement (up to 1.5 pages) concerning the proposed project and the purpose of the requested funds. State clearly how the funds requested bridge a gap in extramural support, seed pursuit of extramural sponsored programs, or fulfills a need of scholarly or creative activity that cannot be addressed by extramural support. Please indicate how any previous intramural funding led to extramural support and what plan exists to seek extramural support from an agency, foundation, or other funder.
# OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

## SMALL GRANT

### Project Budget

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<tr>
<th>TOTAL FUNDS REQUIRED</th>
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<th>DEPT MATCH REQUESTED?</th>
<th>REQUESTING FROM VP FOR RESEARCH</th>
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<th>SALARIES &amp; WAGES</th>
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<td>Classified Salaries*</td>
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<td>Wages **</td>
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<th>ITEMIZED COSTS***</th>
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| TOTAL                | $                       | $                     | $                               |

* For staff members paid a salary by the university, including salaried student research assistants

** For hourly, part-time employees, including hourly student research assistants.

Funds may not be used for professional memberships or journal subscriptions. Funds from

*** Small Grants may not be used for travel in pursuit of extramural funding or to workshops and conferences. State funds may not be used for certain items such as tips or alcohol, capital equipment, or payment for services rendered prior to the approved grant.
OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

SMALL GRANT

Section II – Signatures

Applicant: ____________________________ Date: ________________

______________________________

CHAIR: ____________________________ Date: ________________

(Printed name and signature for amount of match pledged)

Amount of match pledged: $______________________________

______________________________

DEAN or DIRECTOR: ____________________________ Date: ________________

(Printed name and signature for amount of match pledged)

Amount of match pledged: $______________________________

______________________________

Funds Granted: $________________________ Acct: ________________

______________________________

Office of Research & Economic Development: ____________________________ Date: ________________