Small Grants, supported in large part by funds from the Office of Research and Innovation, are now being administered directly through some of the colleges. These colleges would include the College of Liberal Arts & Social Sciences (CLASS), College of Visual Arts and Design (CVAD), and The College of Music. For these college specific Small Grant applications inquire within your department and/or college offices.

For all other colleges, centers and institutes not listed above, Small Grant funding opportunities will continue to be available and administered through the Office of Research and Innovation.

**Purpose**

Small Grants, awarded for amounts up to $1000 from the Office of Research and Innovation, 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**

Funds from Small Grants may not be used for travel to workshops or conferences. UNT Colleges frequently provide “supplement travel support” for such travel purposes. In addition, certain items may not be paid for using these 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**

If your college is not administering Small Grants, fill in each section of this application, obtain Department and College signatures attesting to their cost matching, and return to The Office of Research and Innovation, Hurley Administration Building, Suite 210, or send a scanned image of the completed and signed form via email to: IntramuralGrants@unt.edu
Section I

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Emplid #:</th>
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<tbody>
<tr>
<td>Phone Number:</td>
<td>Email:</td>
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<td>Division/Dept.:</td>
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<tr>
<td>School/College:</td>
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<tr>
<td>Academic Rank:</td>
<td>Tenure Status:</td>
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<tr>
<td>Years at UNT:</td>
<td>Latest Degree &amp; Year Completed:</td>
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</table>

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.
### Project Budget

<table>
<thead>
<tr>
<th>TOTAL FUNDS REQUIRED</th>
<th>DEAN'S MATCH REQUESTED?</th>
<th>DEPT MATCH REQUESTED?</th>
<th>REQUESTING FROM VP FOR RESEARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMOUNT _____</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>AMOUNT _____</td>
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**SALARIES & WAGES**

- **Classified Salaries***
  - $  
  - $  
  - $  
  - $  

- **Wages**
  - $  
  - $  
  - $  
  - $  

**ITEMIZED COSTS*** (List each major category of cost, e.g., consumable supplies, equipment, postage, printing, research travel, professional fees)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
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</table>

**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 Innovation
Small Grant

Section II – Signatures

APPLICANT Name Printed:

APPLICANT Signature:  

(Verification of information)  

Date:  

(MM/DD/YY)

CHAIR Name Printed:

CHAIR Signature:  

(Signature confirming amount of match pledged)  

Date:  

(MM/DD/YY)

Amount of Match Pledged:  $  

DEAN or DIRECTOR  

Name Printed:

DEAN or DIRECTOR:  

(Signature confirming amount of match pledged)  

Date:  

(MM/DD/YY)

Amount of Match Pledged:  $  

(For VRPI Office Use)

Funds Granted:  $  

Acct:  

Office of Research & Innovation:  

Date:  

(MM/DD/YY)