

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

	TOTAL FUNDS REQUIRED	DEAN'S MATCH REQUESTED? <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT _____	DEPT MATCH REQUESTED? <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT _____	REQUESTING FROM VP FOR RESEARCH AMOUNT _____
SALARIES & WAGES				
Classified Salaries*	\$	\$	\$	\$
Wages **	\$	\$	\$	\$
ITEMIZED COSTS*** (<i>List each major category of cost, e.g., consumable supplies, equipment, postage, printing, research travel, professional fees</i>)				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
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:** \$

Date:

DEAN or DIRECTOR:

*(Printed name and signature for amount of
match pledged)*

**Amount of
match pledged:** \$

Funds Granted: \$

Acct:

**Office of Research &
Economic
Development:**

Date:
