

College of Arts and Letters Mini-grant Awards

CAL mini-grant funds are designed to support faculty research, scholarship, and creative activities. Funds may be used to support travel to archives or field sites, publication expenses (including permissions and indexing), participant recruitment, equipment purchases, research assistance, and other costs associated with scholarly and creative endeavors. Please note that mini-grant awards do not fund conference-related travel.

Award amount: Up to \$2,500

Deadlines: Friday, September 6, 2024 for the fall application cycle or Friday, January 24, 2025 for the spring application cycle

Eligibility and conditions of acceptance:

- All CAL faculty members are eligible to apply.
- Faculty may only apply once in an application cycle. If you apply in the fall semester, you are not eligible to apply in the spring semester.
- Faculty who received a CAL mini-grant in the 2023-24 academic year are not eligible to apply for a mini-grant this funding cycle (2024-25).

Application components:

- Completed [Qualtrics application form](#) with Curriculum Vitae attached.

Evaluation Process:

The CAL Research, Awards, and Development Committee, comprised of a representative from each academic unit, will consider all eligible proposals. The Associate Dean for Research, Scholarship and Creative Activities is a non-voting committee chair. Grants will be awarded based on the quality of the application; however, applicants should recognize that funding is limited. When considering proposals with similar scores, the committee will first prioritize proposals from assistant professors and then from associate professors and then from full professors. It will also prioritize proposals from faculty who have not received previous funding. The committee's recommendations are not subject to appeal; however, the committee maintains minutes and, upon written request by an applicant, will provide a summary of discussion of the applicant's proposal after the announcement of awards.

Review criteria:

- **Significance:** Describes why the project is important and how it advances knowledge and/or meets a need in a way that is accessible and compelling to non-specialists.
- **Clarity and quality of the proposal:** Clarity of expression and organization of the proposal.
- **Feasibility of the project goals and proposed plan of work:** Work plan is appropriate for achieving project goals. Timeline is feasible.
- **Demonstrated record of (or potential for) scholarly and creative productivity relative to rank:** High level of scholarly productivity as evidenced by past funding, completion of projects, and scholarly output OR high potential for scholarly productivity.
- **Need for funding:** Discusses how CAL financial support will advance the project; applicant has not received recent funding for the project.

Notification and timing of the award:

The CAL Research, Awards, and Development Committee will forward proposals recommended for funding to the dean. The dean of the College will notify grant recipients in writing by the end of the fall 2024 semester. The award will be distributed during the AY 24-25 academic year. Please note that awards are contingent on funding.

Reporting requirements and acknowledgements:

At the completion of grant-funded activities, a written report of accomplishments must be submitted to the Academic Unit Head and Dean by **Monday, October 6, 2025**. Any publication or exhibition resulting from the grant should acknowledge CAL funding.