

Small Grants Program

Office of Research and Sponsored Programs

Program Description. This program provides up to \$1,000 to engage in projects that advance the recipient's professional development and field of research, scholarly or creative work. Funds may be used for supplies, equipment, research-related travel, performances, exhibitions, displays and similar creative activities, as well as other necessary expenses.

Limitations. Funds may not be used to pay salaries (including student salaries) or for conference attendance or to present results at other professional venues or for the development of instructional materials, curricula, general-purpose (departmental) equipment, or dissertations. Funds may only be used for expenses incurred during the award period (pre-award spending is not supported).

Duration. Small Grants are awarded for a fixed term of 12 months. Any unexpended funds remaining at the end of the grant will be returned to the program.

Eligibility

- Program is open to all non-student employees with formal appointments to the university. This includes staff, research associates, tenured, tenure-track, and non-tenure track faculty.
- Priority will be given to quality applications from individuals who have not received the award in the previous two-year period.
- Recipients may hold only one Small Grant at a time.
- Recipients may not have received a Small Grant in the previous 12 month period.

Evaluation of Proposals. Proposals are evaluated based on:

- Clarity, completeness, and strength of statement of need/problem/creative activity
- Likely impact on discipline/students/community
- Opportunity for advancing professional scholarship of the applicant
- Suitability/feasibility of methods, staffing and timeline
- Clarity and feasibility of endpoints (publication/performance/display/seeking external funding, etc.)

Application Checklist: The proposal consists of a ONE-PAGE narrative providing a description of the intended work, its significance, the expected results or outcome, and a budget showing how the funds will be used.

Submission Procedure:

1. Fill out the Manuscript Preparation Grant esign form and attach the single pdf file containing the one-page narrative.
2. Submit the esign form to your department chair.
3. Department chairs should review the application, complete the comment section, and approve the application onto RSP at research@wwu.edu.