

SOUTHEASTERN LOUISIANA UNIVERSITY
Research and Grants Committee
MINI-GRANT APPLICATION

Maximum Allowable Request: \$150

Limit: one mini grant application per individual per quarter.

This form **MUST** be **TYPED**

Quarter in which grant is to be funded	Deadline for filing applications
July, August, September	June 1
October, November, December	September 1
January, February, March, April, May, June	December 1 March 1

This application must be delivered to the Center for Faculty Excellence no later than 4:30 p.m. on the due date. Late applications will not be considered. If you have any questions about eligibility, request limitations, or other items, please call 549-5791.

Please provide the following information and secure the endorsement of your department head.

Name: _____ Signature: _____

Department: _____ College/School: _____

Project Title: _____

Amount Requested: _____ Faculty Box: _____

Please complete the Budget Summary Form for Mini-Grants on the following page. On the back of the budget summary form, please type a brief project description.

- 1) Project Description: Briefly state the
 - purpose of the project
 - proposed methodology
 - anticipated outcome
 - itemize and explain the need for all requested funds

If human or animal subjects or hazardous substances are involved in any way, federal compliance assurances (Institutional Review Board - IRB) are required before you begin your project. Please ask for assistance to facilitate approval. The IRB clearance form must be attached to the application.

- 2.) Proposed Budget: Itemize by category (e.g., xeroxing, mileage, postage, student labor). Remember that university purchasing procedures must be followed.

 Department Head Signature _____
 (Dean's signature required if submitted by Department Head) Date