

# Minigrant Application and Overview 2021-2022

**Date:** Wednesday, 15 December 2021  
**To:** Faculty and Professional Staff  
**From:** Senate Faculty and Professional Staff Affairs Committee  
**Subject:** The Professional Development Mini-Grant

The NJCU Senate Faculty and Professional Staff Affairs (FPSA) Committee invites faculty and professional staff to apply for Mini-Grant awards of up to three hundred (\$300) dollars per person for the **2021–2022** academic year.

**Deadline for applications: January 28, 2022.**

Activities associated with Mini-Grant applications must be conducted during the 2021–2022 academic year (July 1, 2021 – June 30, 2022.) **All awards are subject to and contingent upon availability of funds.**

Mini-Grants are awarded for individual initiatives related to teaching, scholarly and creative work, and professional development.

As per the travel policy (effective January 1, 2013), mini-grants **may** be used to supplement funds received for travel partially but not fully covered by Academic Affairs, Career Development, or Separately Budgeted Research. Please note, however, that if you are requesting compensation for travel, you must submit **a completed travel request form indicating what funding you have already been awarded from other sources.** Please plan ahead and submit your travel request **in advance** so that you can include the **completed travel request** with full funding information and **administrative signatures** with your mini-grant application. If you are requesting funding for travel, the committee will only consider your application if you include this completed travel request form. (Note: a submitted travel request with only your signature and no indication of what funding you may or may not receive is not a completed travel request.)

**Please note:** Mini-Grant applications should not be used for books or a/v materials that may be available through the Guarini Library's book order process or through your department. Mini-Grants **are not awarded** for degree-related activities or for administrative expenses (e.g. typing, photocopying, postage, office services, etc.). Currently adjunct faculty may not apply for Mini-Grants.

## Criteria for Consideration:

**Mini-Grants are to be used by faculty and professional staff for the furtherance of scholarly and creative work, and professional endeavors.** The committee recommends high-quality,



Office of Academic Affairs. Should you have any questions about the Mini-Grant, please contact the

**New Jersey City University  
Professional Development and Renewal Program**

**Mini-Grant Professional Development Funds Application  
Academic Year 2021–2022**

**Please note**

## Overview of the NJCU Mini-Grants Program

### **Benefits:**

Mini-grant funds have never been more important at NJCU as greater pressure has been put on junior faculty to publish and on senior faculty to enhance their scholarly profiles.

Mini-grants augment the very limited conference funding deans provide, helping junior faculty in particular to attend international conferences without undue pressure on their personal finances. Mini-grant funds also offer ways for faculty to maintain memberships in professional organizations that have high annual dues. In addition, they provide modest publication subventions for indexing forthcoming books as academic publishers move away from providing that service for free. They can also help

