

College of Engineering
Faculty Mini-Grant Program
September 2021

Program description

Goal: To help faculty manage unforeseen or difficult circumstances that arise (COVID-19 and beyond)

Eligibility: Open to full-time TT/T and CT faculty

Amount: Up to \$5000 per award

Number of awards: Depends on available funds.

Eligible expenses include, but are not limited to, the following:

- Support to help a graduate student complete their studies
- Supplies and equipment
- Undergrad teaching or research support
- Travel funds (e.g., travel for a caregiver to help you attend a conference)
- Summer support

Criteria for selection

- The expense should not have been foreseen or expected under reasonable circumstances, and/or not supported by other typical funding sources.
- The expense should help the faculty member perform their job.
- Preference will be given to those who have not received a mini-grant before.

Application and selection process

- Faculty member completes the first part of this [Qualtrics survey](#). **Note: Pages 2 and 3 of this document lists the questions included on the Qualtrics survey. Faculty should not complete this form but instead access the Qualtrics survey to submit their request.**
- When Department Chair's email is selected in question 11, an email is sent to the Department chair for their input.
- The Department Chair will be able to view the responses provided by the faculty member in the first part of the survey.
- Department Chair completes the last two questions of the Qualtrics survey.
- Review committee reviews requests at the beginning of every month. The review committee is appointed by the Dean to include the ADAA, a senior faculty member, and a representative external to the College who has equity/inclusion perspective (e.g., from UD-ADVANCE).
- The review committee makes a recommendation to the Dean about whether to fund, and if so, at what amount.
- Dean makes final decision.

COE Faculty Mini-Grant Request Form

First Name _____

Last Name _____

Department _____

Amount requested (not to exceed \$5,000) _____

Do you need the funds by a certain date? If so, when? _____

When will the funds be used? _____

Briefly describe what you will use the funds for if approved. _____

How will this grant help you perform your job as a faculty member in the College? _____

What were the unforeseen circumstances that led to the need for this request and/or is it not supported by other typical funding sources? _____

Have you requested a COE mini-grant before?

- No
- Yes, but not granted
- Yes, it was granted for \$ _____

Please select your Department Chair's email from the list below. Your form will be forwarded to them for their approval.

- eigenman@udel.edu
- furst@udel.edu
- kiick@udel.edu
- jphilli@udel.edu
- pochan@udel.edu
- prasad@udel.edu
- jpuleo@udel.edu

At this point, an automatically generated email (by Qualtrics) will be sent to the Department Chair to complete the following two questions:

Do you support the faculty member's request?

Yes

No

Yes, with a reduced amount. (Please include the amount in the box below.)

Briefly describe any additional context that will help the review committee evaluate the request. _____
