

College of Engineering
Faculty Mini-Grant Program
Revised October 2022

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 with a primary appointment in the College of Engineering.

Amount: Up to \$5000 per award

Number of awards: Depends on available funds (likely up to 15 per year)

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

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

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 questions 2-14 in 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 14, 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 questions 2-14.
- Department Chair completes questions 15 and 16 of the Qualtrics survey.
- Review committee reviews requests on the second Tuesday of each 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.

Questions

If you have questions or would like to discuss a possible mini-grant proposal idea, please contact the Associate Dean for Academic Affairs at eg-acadaff@udel.edu.

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.

- kiick@udel.edu
- jphilli@udel.edu
- prasad@udel.edu
- jpuleo@udel.edu
- weisong@udel.edu
- msulliva@udel.edu
- zide@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. Please also note if the department is able to help support the request and if so, at what amount. And if you could only support a few requests a year, do you think this would likely be one of them? _____
