

NTID Professional Development Mini-grant Guidelines **2020-2021**

Purpose:

The purpose of the Mini-grant program is to provide lecturers on one-year contracts and exempt staff with an additional source of funding to facilitate their participation in innovative professional development activities, such as conference registration and/or skill development training. Grants may be requested in amounts from \$100-\$500.

Eligibility:

Lecturers on one-year contracts and exempt staff are eligible to apply.

Individuals who have received Faculty Evaluation and Development (FEAD) funding for an activity are ineligible to receive a mini-grant for the same activity.

Guidelines:

1. Mini-grant funds are limited and awards are not automatic. Applications will be reviewed by the NTID Associate Dean for Teaching & Scholarship Excellence and the Professional Development Manager based on the criteria listed below. The final decision will be made by the Associate Dean for Teaching & Scholarship Excellence.
2. Mini-grant funds should supplement, and not replace, departmental travel or training allotments. Department allotments must be expended before Mini-grant funds can be awarded.
3. Grant recipients will be asked to share their experiences with others so as to disseminate the knowledge gained through the funded activity.
4. Mini-grant funds are not intended to be used towards doctoral or other graduate studies.

Mini-grant Application Form

Name: _____ Department: _____

Status (please check one): Exempt Staff
 Lecturer

Amount requested (please check one): \$100 \$200 \$300 \$400 \$500

Statement of purpose (*Please include name of conference/activity in the statement*):

Date(s) of proposed activity: _____

Location of proposed activity: _____

Program/course website: _____

My department professional development fund allotment is either expended or committed for this budget year:

Yes No

Verified by Department Chair: _____
Department Chair Signature

Brief explanation:

Estimated expenses:

| | |
|-----------------|----------|
| Registration | \$ _____ |
| Airfare | _____ |
| Hotel | _____ |
| Meals | _____ |
| Other (specify) | _____ |

**Are you applying for any other funding to support this activity?
If yes, please explain...**

Yes **No**

State how this program will expand your professional horizons and how you see this activity advancing your own professional effectiveness, or your department's effectiveness:

(continue to back of form, if necessary)

Applicant's Signature **Date**

Name of Department Head/Chair (please print) **Department Head/Chair's Signature** **Date**

Name of Department Staff Assistant **Building and Room Information**

Submit form via email to:
Hope Williams, NTID Academic Affairs, hope.williams@rit.edu

NTID Professional Development Mini-grant Criteria

To receive funding support, an application must satisfy the following four criteria:

- The activity addresses an important issue/goal for the applicant
- It is clear how the anticipated outcomes will advance the knowledge base of the applicant and his/her department
- The goal is realistic and relevant to the applicant's job function
- The activity is appropriate for the applicant's career stage

Reimbursement Procedure for Mini Grants

It is the responsibility of the recipient to ensure that RIT/NTID Accounting Policies are followed prior to making expenditures.

Once approved, the Professional Development Coordinator will send an email to the recipient, with copies to the department chair, the department budget assistant, the Associate VP (AVP) for Academic Affairs, the Assistant to the AVP, the Associate Dean for Academic Administration and the Financial Coordinator in the NTID President's Office.

Once an award is approved, the applicant's department budget assistant should schedule a meeting with the Financial Coordinator in the NTID President's Office (Barb DellaVilla) to discuss the spending plan and procedures.

**All purchases should be made through the recipient's home department.
Receipts will always be required.**

Mini Grants will not cover wages of any kind including Faculty/Staff or student.

- Expenses will be reimbursed to the recipient's department for the exact amount spent, up to the amount of the award.
- In the case of travel or conference registration, the recipient's department budget assistant should make the travel arrangements following RIT Policy and using their department account numbers.
- A journal entry should be processed by the budget assistant in the recipient's department.
- Obtain email approval from the Financial Coordinator for the reimbursement prior to creating a JE. Include the approval with your backup documentation and process the JE within 60 days of the expense.
- Contact the Financial Coordinator in the President's Office (bldbur@rit.edu, 5-6867) for the correct Mini Grant account number.
- The description on the JE should be:
 - * To reallocate (Date) (Category or name of good/service) for (Name) Mini Grant from (Department 5 digit number)
Example: "To reallocate 6.30.18 office supplies expense for John Smith Mini Grant from 12345"
- Expenses should hit the object code that correctly corresponds to the expense item.
- A copy of the JE that includes all back up documentation should be sent to the Financial Coordinator (bldbur@rit.edu) after submitting the JE in Oracle.

Travel Expense Reports should be submitted within two weeks of the end of the proposed date of activity.

Reimbursements will not be accepted after September 15th of the budget year in which the proposal was approved.

Funds do not carry over from one fiscal year to the next.