

## **NTID Professional Development Mini-grant Guidelines**

### **2025-2026**

#### **Purpose:**

The purpose of the mini-grant program is to provide non-tenure track faculty 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/courses. Grants may be requested in amounts from \$100-\$500.

#### **Eligibility:**

Lecturers 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 Professional Development Team based on the criteria listed below.

The final decision will be made by the Executive Director of NTID Professional and Student Scholar Development.

2. Mini-grant funds are used to supplement, and not replace, departmental travel or training allotments. Department allotments must be expended before minigrant 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.

**RIT** | National Technical Institute for the Deaf  
**Professional Development**  
**Mini-grant Application Form**  
**2025-2026**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Status (please check one): \_\_\_\_\_ Lecturer \_\_\_\_\_ Sr. Lecturer \_\_\_\_\_ Principal Lecturer  
\_\_\_\_\_ Exempt Staff (salaried)

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: \_\_\_\_\_

Conference/course website:  
\_\_\_\_\_

My individual professional development fund allotment from my department 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                   \$

*(please specify)*

**Are you applying for any other funding to support this activity?**    \_\_\_\_Yes        \_\_\_\_No

If yes, please explain...

**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:**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Department Head/Chair**

\_\_\_\_\_  
**Department Head/Chair's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Department Budget Assistant**

**Submit form to:** NTID Professional Development, [ntidpd@rit.edu](mailto:ntidpd@rit.edu)