

LMU Mini-Grant Form

Principal Investigator:

Academic Rank:

School:

Phone:

Department:

E-mail:

Co-Investigator (if applicable):

Academic Rank:

School:

Phone:

Department:

E-mail:

Project Title:

Total Requested Funding:

Does your proposal include:

Human Subjects ____ *Animals* ____ *Hazardous Materials* ____

**If so, please include a copy of your IRB, IACUC, or IBC approval or pending application.
Funds will not be disbursed for Mini-Grants that are awarded with pending applications until
final approval is received.*

Budget

Provide a line item budget for the proposed project on page 2. Provide a one page detailed budget narrative on page 3. Address costs for personnel, supplies, travel, and/or equipment.

Please consider award amounts for Mini-Grants generally range from \$1000 to \$8000 depending on the judgment of the reviewers as well as the amount available each fiscal year.

Project Narrative

Beginning on page 4, please provide a maximum five-page narrative outlining the proposed project.

Budget Information

Please provide a line-item list of expenditures for the proposed project.

Supplies	Sub-total	Total
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total Supplies		
Travel	Sub-total	Total
1.		
2.		
3.		
4.		
5.		
Total Travel		
Equipment	Sub-total	Total
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total Equipment		
Project Total		

Budget Detail

Project Narrative

Project Narrative continued

Completing the Mini-Grants Application Process

1. Complete the application (do not exceed the stated page limit).
2. Sign the application as principal investigator.
3. Obtain signatures from your department chair and dean on the completed application form.
4. E-mail the application as an MS Word document to Chair of the LMU Mini-Grants Committee.
5. Submit hard copies of the application with the appropriate signatures to ORGSP in Grant Lee 103.

SIGNATURES

Principal Investigator:

In making this application, I certify that I have read and understood Lincoln Memorial University's policies and procedures governing grants and sponsored programs. I shall comply with the letter and spirit of those policies and will not undertake this research/program without the requested approvals.

PI/PD signature

Date

Dean and Chair:

I certify that I have read and understood Lincoln Memorial University's policies and procedures governing grants and sponsored programs. I have given general approval for this proposal based on technical merit.

Dean signature

Date

Chair signature

Date