



DATE: Monday, 22 December 2025
To: Faculty and Professional Staff
From: Senate Faculty and Professional Staff Affairs Committee
Subject: **The Professional Development Mini-Grant**

The NJCU Senate Faculty and Professional Staff Affairs (FPSA) Committee invites faculty and professional staff to apply for Mini-Grant awards of up to four hundred (\$400) dollars for the **2025-2026** academic year.

Deadline for applications: January 30, 2026.

Activities associated with Mini-Grant applications must be conducted during the 2025–2026 academic year (July 1, 2025 – June 30, 2026.) **All awards are subject to and contingent upon the availability of funds.** \$4,800 has been budgeted for the 2025-2026 awards cycle, providing funding for up to 12 awards.

Mini-grants are awarded for individual initiatives related to teaching, scholarly and creative work, and professional development. **Applicants may only submit 1 application for consideration.**

As per the travel policy (effective January 1, 2013), mini-grants **may** be used to supplement funds received for travel partially but not fully covered by Academic Affairs, Career Development, or Separately Budgeted Research. Please note, however, that if you are requesting compensation for travel, you must submit a note from your dean/supervisor pre-approving the travel request.

Mini-Grant applications should not be used for books or a/v materials that may be available through the Guarini Library's book order process or through your department. Mini-Grants **are not awarded** for degree-related activities or for administrative expenses (e.g. typing, photocopying, postage, office services, etc.). Currently, adjunct faculty members may not apply for Mini-Grants. All non-tenure track (NTTP), tenured, and tenure-track faculty members are eligible, as are AFT professional staff.

Criteria for Consideration:

Mini-Grants are to be used by faculty and professional staff for the furtherance of scholarly and creative work, and professional endeavors. The committee recommends high-quality, exemplary proposals that fall into one or more of the categories below. A clear rationale should be provided for each proposed activity, explaining how it enhances your professionalism

- Continuing professional training or education (non-degree related).
- Travel to and attendance at workshops or conferences (delivering a paper, chairing sessions), or representing NJCU at professional, academic, or cultural gatherings where scholars or professionals are invited to attend.
- Travel related to scholarly and creative work.
- Subscriptions to professional journals; membership or other dues in professional organizations or cultural institutions.
- Books or supplies explicitly related to scholarly and creative work, teaching, or professional development **that cannot be purchased through the library or your department.**
- Costs associated with exhibition or publication of research (for example, the cost of preparing an index or any costs that relate to an actual art exhibition or performance).
- Technology (hardware, software, audio-visual equipment, videos, CDs, DVDs, or other technological equipment) that assists scholarly and creative work, teaching, or professional development and that is not available through the library, your department, or the technology department. **Note: equipment purchased through this grant becomes NJCU property and must be registered and tagged with the IT Department.**
- University-sponsored events that benefit NJCU (for example, speaker's compensation).

Please Submit:

- **A brief description of each activity. The description of each activity should include a clear rationale explaining how it enhances your professionalism.**
Please describe each proposed activity in 100-250 words on the attached form and explain how it is related **to teaching, scholarly/creative activity, or professional development.** Be as specific as possible in your rationale.
- **Accounting of expenditures for each activity.**
Include a detailed budget of all expenses e.g., registration fees, travel costs, dues, etc.
- **Supplemental materials.**
Include any supplemental materials showing the exact amounts of expenses, as well as relevant brochures, pamphlets, flyers, promotional materials, etc.

Failure to complete the application form, provide a coherent description of and clear rationale for activities, and a complete account of expenses (and, for travel, a completed travel request form) will result in disqualification of your application.

All state regulations apply to the expenditures of funds. Successful Mini-Grant recipients must follow state guidelines and submit receipts. Please remove personal financial information from documents, such as credit card numbers, addresses, phone numbers, etc.

A PDF of the completed application (including supplemental materials) is to be submitted to **the Office of Academic Affairs** at minigrants@njcu.edu by 5 p.m. on **January 31, 2025**. You can expect an email receipt for your submission within 48 hours (i.e., two business days). If you do not receive an email receipt, please reach out to the Office of Academic Affairs. Should you have any questions about the Mini-Grant, please contact the Faculty and Professional Staff Affairs Committee through the Senate Office at senate@njcu.edu.

cc: Andres Acebo, President
 Jason Martinek, Assistant Provost
 John Donnellan, Senate President

**New Jersey City University
Professional Development and Renewal Program**

**Mini-Grant Professional Development Funds Application
Academic Year 2025–2026**

Please note: A PDF of the completed application (including supplemental materials) is to be submitted to the Office of Academic Affairs at minigrants@njcu.edu by 5 p.m. on **January 30, 2026.**

Name _____

Department/Unit _____ Phone _____

Email Address

Position/Title

Funding Period: July 1, 2025 – June 30, 2026 (Maximum of \$400)

Brief Description of Each Proposed Activity:

Please attach a description of each proposed activity (100-250 words) and provide a clear rationale explaining how funding of the activity would enhance your professional career.

Have you received any funding from any of the following sources?

Career Development	Yes _____	No _____	Amount _____
Your Department	Yes _____	No _____	Amount _____
Travel Request	Yes _____	No _____	Amount _____

NOTE: If you are requesting compensation for travel, you must submit a note from your dean pre-approving the travel request.

Failure to complete the application form, provide a coherent description of and clear rationale for each activity and a complete account of expenses (and, for travel, a completed travel request form) will result in disqualification of your application.

Applicant Signature

Date