

October 2018
Senate Faculty and Professional Staff Affairs (FPSA) Committee

Overview of the NJCU Mini-Grants Program

Benefits:

Mini-grant funds have never been more important at NJCU as greater pressure has been put on junior faculty to publish and on senior faculty to enhance their scholarly profiles.

Mini-grants augment the very limited conference funding deans provide, helping junior faculty in particular to attend international conferences without undue pressure on their personal finances. Mini-grant funds also offer ways for faculty to maintain memberships in professional organizations that have high annual dues. In addition, they provide modest publication subventions for indexing forthcoming books as academic publishers move away from providing that service for free. They can also help faculty acquire materials that departments, colleges/schools, or the library cannot afford to enhance the educational experience for students. The benefits far outweigh the costs.

Shared administration by:

- The NJCU Senate Executive Committee (SEC) / Faculty and Professional Staff Affairs (FPSA) Committee and
- The Office of Academic Affairs.

How it works, in chronological order:

- The Office of Academic Affairs sends the SEC / FPSA Committee information about available funds for the program.
- The SEC and FPSA Committee announce the competition; **see attached Guidelines and Application form for AY 2018-2019**. (See also the [timeline](#), below.)
- Full-time faculty and professional staff apply for mini-grants to cover expenses related to teaching, scholarly and creative work, and professional development. **Recommended maximum award: \$300.**
- Applications are submitted to the Office of Academic Affairs (minigrants@njcu.edu); the sender receives an acknowledgement of receipt within one business day.
- The Office of Academic Affairs forwards applications to the SEC / FPSA Committee for review.
- The FPSA Committee reviews applications and selects mini-grant recipients and amounts. The committee forwards recommendations to the Office of Academic Affairs.
- The Office of Academic Affairs sends letters to mini-grant recipients.

Timeline for this academic year (July 1, 2018–June 30, 2019):

December 1, 2018	Academic Affairs sends the Senate Executive Committee (SEC) / FPSA Committee information about program funding for the current academic year. Announcement of Mini-Grant Competition by the SEC / FPSA Committee; distribution of guidelines/application form.
January 29, 2019	Applications of full-time faculty and professional staff are due.
March 15, 2019	Completion of evaluation by Senate FPSA Committee and forwarding of recommendations to the Office of Academic Affairs.
April 15, 2019	Notification of applicants by the Office of Academic Affairs.
April–June 30, 2019	Awardees submit reimbursement documentation to the Office of Academic Affairs; distribution of funds.