

**Research Mini-Grants (RMG)
2023-2024**

**Debbie and Jerry Ivy College of Business
Iowa State University**

(Revised May 2023)

I. Purpose

- Enable Ivy College faculty to achieve higher research quality and productivity
- Help complete on-going research projects, or initiate pilot study for new research projects

II. RMG Amounts

- Limit one grant per enrollment period
- Maximum of \$750 per enrollment period
- Grants in excess of the maximum may be awarded under special circumstances
- Annual RMG budget of \$20,000: maximum of \$10,000 to be awarded each enrollment period
- Enrollment periods are July 1-December 31 and January 1-June 30

III. Faculty Eligibility

- All tenured and tenure-eligible faculty are eligible
- All else being equal, a recipient of two RMGs in the 12 months preceding the current grant competition will have lower priority.

IV. Use of Award

Allowable research expenses include, but are not limited to:

- Data collection/acquisition
- Travel **directly related** to and essential for the research project
- Specialized research equipment, software, services and supplies **directly related** to the project
- Student research assistants
- Copy Editing

The following are not allowable expenses:

- Faculty salaries
- Travel to conferences
- Devices which have the primary purpose of supporting an ongoing computing need. This includes, but is not limited to, computers, tablets, phones, or related capital equipment.

RMG must be spent within 6 months of receipt.

V. Proposal Submission and Evaluation

- Proposal should be maximum 1-page, 12-point font, single-spaced, and 1-inch margin on all sides, including information on the research project, specific reasons for mini-grant, and detailed budget and justification.
- There is no specific deadline for applying for mini-grants. Applications are accepted and grants are rewarded year-round as long as there are funds available for the academic year.
- Applicants should submit RMG applications to their department chairs for initial evaluation.
- The department chair forwards the RMG application with his or her recommendation to the Associate Dean for Research and Academic Personnel and copy Julie Devine (jldevine@iastate.edu) for final approval.

VII. Administrative Responsibilities

- The academic departments are responsible for administering the grant funds and ensuring appropriate use of grant funds.