Small Grant Program Application Instructions

FALL DEADLINE - October 1
SPRING DEADLINE - March 1

PROCEDURES

Interested faculty, senior associates or graduate students should submit a proposal that includes, in one continuous document, the following:

1. Small Grants Proposal Form (available on-line)
2. Project description, including objectives, activities, work plan, expected outputs and deliverables to the Polson Institute, beneficiaries, and impact (not to exceed 1,500 words)
3. Budget with justification of expenses
4. Curriculum Vitae for principal investigator(s)
5. Human subjects approval if necessary

SELECTION CRITERIA

In reviewing applications, the Polson Steering Committee will consider the following:

- Overall strength of the application in terms of the quality and significance of the research or activity proposed;
- Collective benefit of the activity to the department, including plans for public presentation or dissemination (please note that the Polson Institute does not fund strictly individual research projects); and
- Feasibility of the project and potential for on-going research activity stemming from the initial seed funding.

Grant funds cannot be used to cover salary replacement, summer salary, graduate student assistantships, off-campus conference participation, course enrichment, on-going program-related expenses, equipment, or dissertation research.

GRANT REQUIREMENTS

Recipients that receive funding are required to present a written or multi-media summary (e.g. think piece, white paper, video, etc.) to the Polson Institute for broader dissemination, and/or to hold a public seminar or another activity (e.g. panel discussion, workshop, conference) that is open to the public. Applicants should indicate in the application how they intend to meet this requirement. Recipients are expected to participate in Polson Institute efforts to promote their work.

Submit form with supporting materials to polsoninstitute@cornell.edu.