

**MLFTC Research Support Mini-Grant Program**  
**Office of Scholarship & Innovation (OofSI)**

The **MLFTC Research Support Mini-Grant Program** is a recurring monthly opportunity for faculty to receive funds to cover small costs that may arise during ongoing research projects. Given the rolling deadline, you should seek funding for **something that is an immediate need**. Funds must be spent before the end of the month awarded and ***cannot be carried over OR applied retroactively*** to items previously purchased.

All full-time MLFTC faculty can apply for these funds to be used for purchasing items such as software, renewing site licenses, acquiring audio or video recorders, microphones, transcription service, etc., for use in existing research projects. There are limited funds available for this and our goal is to support as many such research projects as possible.

Rolling deadline is the 5<sup>th</sup> of every month, and awards will be announced by the 15<sup>th</sup>. Requests should be submitted via email to Clarin Collins, Director of Scholarly Initiatives ([Clarin.Collins@asu.edu](mailto:Clarin.Collins@asu.edu)). Your request should be *one page or less* and include:

1. a brief description of the research project
2. the item you are requesting funding for
3. the cost of the item you are requesting funding for

While faculty can apply more than once over the year, our goal is to support as many faculty research projects as possible. Request the amount needed for your project, and know we reserve the right to modify or deny requests within reason so as to support a large range of projects and faculty.

Selection of funded mini-grants will be made by the leadership of the OofSI, based on the reasonable requests and available funds.

Please try to restrict yourself to one item per request. Since the deadline is rolling, you should seek funding for **something that is an immediate need**. Funds must be spent before the end of the month awarded and ***cannot be carried over OR applied retroactively*** to items previously purchased. Faculty are encouraged to have the Office of Fiscal and Business Operations purchase the item(s) to expedite receiving items and avoid reimbursement.

No support funds will be awarded in June or July.

Travel, conference fees, organization memberships, and subscription renewals are NOT eligible requests. MAXQDA licenses for *students* cannot be purchased (per MAXQDA terms and conditions).