

PACIFIC RIM RESEARCH PROGRAM

University of California, Office of the President
510/987-0120 pacrim@ucop.edu

Web site: <http://www.ucop.edu/research/pacrim>

MINI-GRANT APPLICATION INSTRUCTIONS

Mini-grants will be awarded twice during 2006-07 in amounts up to \$3,000. Graduate students may use the awards for dissertation research and pilot field work. Faculty may secure a mini-grant for any research-related project that meets the PRRP grants criteria, with the exception of travel to attend a conference. Mini-grant proposals are submitted directly to the PRRP Program Office.

1. Applicants should apply online at <http://www.ucop.edu/research/pacrim/> . Applications must include the following:
 - a. The completed mini-grant online application form, See page 9 of the Call or <http://www.ucop.edu/research/pacrim/> for an example.
 - b. A narrative description of the project, maximum 1250 words.
 - c. An itemized budget using the worksheet provided on the online application.
 - d. A two-page curriculum vitae.

In addition, graduate students should submit:

- e. A letter of recommendation from a faculty sponsor (electronic copy preferred).
- f. An unofficial copy of the student's most recent transcript (a hard copy may be mailed to the PRRP office if an electronic version is not available).

2. Deadlines: During 2006-07, proposals will be reviewed two times a year, with the following submission deadlines:

October 16, 2006 and February 15, 2007

3. Decisions for funding are usually made within a month of submission. Successful applicants will be notified soon thereafter. They should fill out a Transfer of Funds Form sent to them with the award letter and return it to the Budget Analyst at the Office of Research so that the funds may be transferred to the appropriate campus account.
4. To allow sufficient time for funding decisions and fund transfers, there should be at least a one-month lead time between the submission deadline and the proposed project activities.
5. Mini-grants are awarded for a one-year term. At the conclusion of the project, a report summarizing research activities, along with a financial report, must be submitted to the Program Coordinator at the Office of the President.