



2019-2020 Mini-Grant Calendar

Mini-Grant Calendar

A progress report on the project is due by March 16, 2020, in the Office of the Vice Chancellor for Academic Affairs. Mini-grant projects are expected to be completed by May 29, 2020. Mini-grant recipients are required to present the results of their projects to the appropriate segments of the College community in the following semester.

Fall Semester

- August 12, 2019** Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.
- October 29, 2019** Deadline to submit Mini-Grant application to the Office of Vice Chancellor for Academic Affairs (VCAA) and a copy to Chair(s) of PDC.
- November 19, 2019** PDC submits prioritized list of final recommendations to the VCAA.
- December 2, 2019** Award Letter and Contract mailed from Office of Professional Development with a copy to VCAA and Chair of PDC.
- December 13, 2019** Completed Contract returned to Office of Professional Development.

Spring Semester

- January 13, 2020** Chair or designee of PDC makes formal announcement of recipients.
- February 10, 2020** Deadline for first half funds distribution. (Atypical contract date)
- March 16, 2020** Recipient submits Progress Report to Chair of PDC with copy to VCAA and Director of Professional Development.
- May 29, 2020** Project Completed. Documentation submitted to VCAA with copy to Chair of PDC.
- Following Fall Semester** Mini-grant project results are presented to the appropriate segment of the College. (at the Fall Convocation, if possible).

References:

[Mini-Grant Application \(Forms 6311/001, 002, and 003\)](#)

[Mini-Grant Sample Proposal](#)

[Mini-Grant Policy](#)