



2025-2026 Mini-Grant Calendar

Mini-Grant Calendar

A progress report on the project is due by March 13, 2026, in the Office of the Vice Chancellor for Academic Affairs. Mini-grant projects are expected to be completed by May 22, 2026. 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

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| August 12, 2025 | Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications. |
| October 24, 2025 | 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 14, 2025 | PDC submits prioritized list of final recommendations to the VCAA. |
| December 5, 2025 | Award Letter and Contract sent by Office of Professional Development with a copy to VCAA and Chair of PDC. |
| December 17, 2025 | Completed Contract returned to Office of Professional Development. |

Spring Semester

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| January 13, 2026 | Chair or designee of PDC makes formal announcement of recipients. |
| February 6, 2026 | Deadline for first half funds distribution. (Atypical contract date) |
| March 13, 2026 | Recipient submits Progress Report to Chair of PDC with copy to VCAA and Director of Professional Development. |
| May 22, 2026 | 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](#)