SMALL/TRAVEL GRANTS

The President annually allocates funds for the purpose of supporting small research expenditures that don’t alone justify a request for a research grant and yet can greatly contribute to the completion of scholarly work. Awards for this purpose are made by a subcommittee of the Summer Grants Committee, called the Small Grants Committee, which wishes to bring the opportunity of such support to your attention and also to indicate the types of awards made and the considerations of the Committee in making them.

The following conditions apply to the small grant awards:

(1) Normally only one award is made to a faculty member in any academic year. Often only a part of the research expense is funded, in order that available funds may be shared by more faculty members.

(2) Priority is given to projects that are near completion and for which needs can be accurately described. Support is not provided for the planning stages of a project.

(3) If departmental personnel are unable to assist in the input and/or copying of a final book manuscript, limited support may be provided for part or all of the cost of typing and/or reproduction. An effort to have the work done in the department should be made first, however, before seeking a small grant.

(4) Very limited support for travel by a faculty member is possible. For example, a faculty member may apply for funds to visit an archive that holds non-circulating research materials. Travel to libraries from which materials can be made available to local libraries and scholars is normally not supported.

(5) Other expenditures that have been supported have included the purchase of items (such as microfilms, CD-ROMs or rare books) which normally have become the property of Alderman Library after their use by the faculty members who request them. Funds to establish a digital archive may be requested only if the applicant can show the importance of the archive to ongoing research.

(6) Most grants are awarded for amounts between $75 and $200. Awards for larger amounts are made only in exceptional cases. A maximum of $500 for any single award has been established by the Committee.

An elaborate application is not necessary. A simple letter addressed to Committee Chair, Small Grants Committee describing the project and the expense for which support is requested will suffice. Although small grants may be submitted at any time, the Committee meets only twice a year to review applications: March 15th and November 15th. Please submit your applications via messenger mail at P.O. Box 400301 or via e-mail at mjm8k@virginia.edu. If you have any questions, feel free to contact Anjula Joseph at auj6n@virginia.edu or Mollie Iseli at mjm8k@virginia.edu.

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