

## Mini Grant Application Guide

*This document is for proposal preparation use only. To apply for an IonE Mini Grant, [navigate to our online portal](#) and set up an account using your UMN email address.*

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### **Descriptive Project Title**

*Required*

### **Faculty / Staff Principal Investigator (PI)**

*Required: This person must be employed by the University and have a department willing to provide assistance with purchasing and reconciling funds. For students, this will be your faculty or staff advisor.*

### **PI Email**

*Required*

### **PI Letter of Support Upload**

*Projects led by students must have a letter of support from a UMN faculty or staff person who is willing to manage the funds associated with this work.*

### **PI Employee ID**

*Required: 7 digit number assigned to each employee. This number is necessary for fund transfer and any errors may result in funds being delayed.*

### **PI Department ID**

*Required: 5 digit number associated with the department that will manage the funds. This number is necessary for fund transfer and any errors may result in your funds being delayed.*

### **PI Department Accountant Name**

*Required: The person responsible for invoicing and paying bills.*

### **PI Department Accountant Email**

*Required*

### **Lead Project Coordinator Name**

*Optional: If different from PI*

### **Lead Project Coordinator Email**

*Optional: If different from PI*

### **Project Team**

*Required: List names, email addresses, roles (e.g. external adviser, undergraduate student, etc.), and departments / units / organizations of affiliation.*

## **Funding Type(s)**

*Required: Select all that apply*

- Curriculum development
- Educational programming
- Engagement
- Events
- Research
- Seed funding
- Storytelling
- Travel
- Other, please specify

## **UMN Campus(es) or centers**

*Required: Select all campuses or centers involved in the project*

- Crookston
- Duluth
- Extension
- Morris
- Research & Outreach Center
- Rochester
- Twin Cities

## **Period of Performance**

*Required: No-cost extensions not allowed except in rare cases for extenuating circumstances.*

- 6 months
- 12 months
- 18 months
- 24 months

## **Abstract**

*Required: Provide a brief overview of the project and its intended outcomes. This should be written for a general audience and may be used for the funding announcement. 150 word limit.*

## **Proposal Narrative**

*Required: The proposal narrative must include the following sections: 1) Statement of Need; 2) Project Objectives, Activities, and Feasibility; and 3) Outcomes and Evaluation. 1,000 word limit.*

## **Budget**

*Required: List individual items and amounts.*

## **Budget Justification**

*Required: Briefly explain the costs and how they will directly support the proposed work. 500 word limit.*