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.

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 and Budget Justification
Required: List individual items and amounts and explain how the costs will directly support the proposed work. 500 word limit.