

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

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