Southeast Missouri State University

Graduate Studies & Research

Graduate Faculty Mini-Grant Request Application

To request Graduate Faculty Mini-Grant funds, the faculty member will provide the following information on this form and send it to the Graduate Dean for approval (MS 4400). Attach any supporting documentation to this form (e.g., acceptance letter, abstract of proposal, etc.).

Name:	**E-mail:**	
Department:	**Phone:**	**Date:**

Criteria [Please mark the correct box(s)]

[ ] Attendance at: [ ] state [ ] regional [ ] national meeting
[ ] Presentation/workshop at: [ ] state [ ] regional [ ] national conference
[ ] Other (please specify):

Location: **Date(s):**

Organization:

Purpose (briefly explain, noting how request relates to support of Graduate Faculty research activities):

History of Previous Mini-Grant Requests and Outcomes (attach separate page if necessary):

ESTIMATED EXPENSES	Funding Sources (Note amounts)		Graduate School Use Only
Miles @ .295 p/mile $	**Department:**		
Air	**College:**		
Meals	**Grant:**		
Transportation	**Other:**		
Other	**Approved by:** _____ Graduate Dean		
Total Estimated Expenses $	Date	Amt. Approved:	