

The Office of Academic Planning and Assessment has funding available for assessment-related activities in the form of Assessment Mini-Grants. These grants are available to faculty and staff to help fund new or ongoing assessment practices within programs, offices, or departments; or to faculty and staff to help fund travel to make an assessment-related presentation at a professional conference. Eligible recipients may request up to \$1,000.

Eligibility

Full-time faculty or staff at Sam Houston State University who are engaged in assessment-related activities or requiring travel funds for assessment-related conference presentations are eligible. Priority will be given to first-time Assessment Mini-Grant recipients. Examples include, but are not limited to, reimbursement for travel expenses to attend a conference (e.g. hotel, airfare/mileage, and meals), expenses related to an ongoing assessment project (e.g. supplies, software, and testing materials), training sessions, workshops, and guest-speakers.

Application Process

All applicants will need to complete the Assessment Mini-Grant Application. Completed forms should be submitted to the Office of Academic Planning and Assessment via email to thamrick@shsu.edu. All applications will be reviewed by the Office of Academic Planning and Assessment for approval. For the 2021-2022 academic year, the timeline is as follows: Applications will be accepted beginning February 1, 2021 with a deadline for application submission of May 28, 2021. Decisions regarding grant awards will be made by July 1, 2021, and grant funds will be available on September 1, 2021. If any funds remain, additional applications will be accepted and reviewed on a case-by-case basis.

University Policies

All recipients are required to follow and adhere to all relevant University policies regarding their research project. Failure to follow relevant University policies may result in the revocation of grant funds and ineligibility for future Assessment Mini-Grants. Also, please note that all grant recipients will be required to complete the Finance 101 training in Talent Management prior to accessing grant funds.

Institutional Review Board (IRB)

If the project involves generalizable knowledge (e.g. publication/presentation of student data) that will require IRB approval, this approval must be secured prior to submission of the Assessment Mini-Grant application.

Spending Awarded Funds

All funds awarded should be spent prior to the grant end date, with any unspent funds returned to the grantor. If an extension is necessary, the grant recipient should contact Tama Hamrick (thamrick@shsu.edu or 936-294-1536).

Final Report

A final report (1-2 pages), detailing how the Assessment Mini-Grant funds were utilized, the success of the project, and any planned next steps, is required of the grant recipient following the completion of their project. Final reports should be submitted to thamrick@shsu.edu.

Questions

Any questions regarding the Assessment Mini-Grants and/or the application form may be directed to Tama Hamrick (thamrick@shsu.edu or 936-294-1536).

**Office of Academic
Planning and Assessment**

**ASSESSMENT MINI-
GRANT APPLICATION**

Application Date:

Name: Sam ID:

E-mail Address: Phone Number:

Department: Box #:

Have you previously received an Assessment Mini-Grant? Yes No

Project Name:

Brief Project Description:

Are you requesting this grant to help fund new/ongoing assessment practices for your program, office, or department?

Are you requesting this grant to help fund assessment-related workshops/trainings or bringing in assessment-related guest speakers to your program, office, or department?

Are you requesting this grant to help fund travel to make an assessment-related presentation at a professional conference?

Will your project require IRB approval before you can proceed? Yes No

Has IRB approval been secured? Yes No

Amount Requested (*Maximum of \$1,000*): \$
(You will be asked to provide a detailed list of expenses on the following page)

Estimated Project Completion Date:

For Office Use Only:

Approved: Yes No

Signature, Director of Assessment

*Signature, Associate Vice President
for Academic Affairs*

Date

Date

Final Report Template

Using the template below, provide a summary detailing how you utilized your Assessment Mini-Grant funds, highlight your successes and/or difficulties, and detail the next steps you will take to build upon these experiences. This final report will be due to the Office of Academic Planning and Assessment by **August 31, 2022**. If necessary, please attach a second document.

Section 1. How were the Assessment Mini-Grant funds utilized?

Section 2. What were your successes? Were there any difficulties?

Section 3. What next steps will be taken to build upon these experiences?