

APPLICATION INSTRUCTIONS
UFF-UNF MINI-GRANT PROGRAM TO SUPPORT
SOCIAL JUSTICE OR LABOR-RELATED
RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY AND SPEAKER EVENTS

Format

- Standard 1 inch margins
- Times New Roman font 11 or 12 point
- Single line spacing
- 3 page maximum length narrative addressing topics listed below
- [Note. The 3 page limit does not include a required cover page, a required budget with justification, a reference list if applicable, biographical sketch/abbreviated vita required for research/scholarship/creative activity applications only, or appendix.]
- Photos, drawings, graphics, charts or tables may be included in an appendix (maximum 2 pages)

Submission

- Assemble application in the following order:
 - Cover page
 - Narrative addressing topics listed below
 - Budget with brief justification for each item [funds may not be used for personnel wages or stipends]
 - Reference page of sources cited in text [if applicable]
 - Biographical sketch/abbreviated vita [research/scholarship/creative activity applications only; 1 page]
 - Appendix [if applicable; maximum 2 pages]
- Convert application to a single pdf file
- Electronically submit to amf3r@virginia.edu using Subject: UFF Mini-Grant Application

Cover Page

- Proposal Title
- Applicant's Name, Position, Department, UFF Member Status
- Contact Information: UNF email, UNF phone, non-UNF email, non-UNF phone
- Project Type: Research/Scholarship/Creative Activity (initial or renewal) OR Speaker Event
- Funding Amount Requested
- List of Other Funding Sources (secured or application submitted; if none, indicate none)
- For Speaker Event: likely date/time/location of event AND anticipated audience size
- For Research/Scholarship/Creative Activity: indication of whether or not human participants will be needed for the project

Narrative (maximum length: 3 pages)

- Project overview (50-75 words)
- What social justice or labor-related issue/concern is addressed by proposed project?
- Which (if any) of the UFF-UNF objectives does this project address and how?
[objectives are listed in Article II of UFF-UNF Constitution posted on www.unf-uff.org]
- In addition to the first three Narrative items listed above,
for **Speaker Event** applications include the following information.
 - Why is this particular speaker someone who can best communicate the topic with a faculty audience?
 - From what department(s) is this topic and speaker most likely to draw faculty?
 - Provide a rationale for selection of the anticipated date, time, and location of event.
 - What take-away message do you anticipate faculty will remember following the event?
 - How likely is this event to generate further discussion and/or action among faculty in the days following the event? Why?
- In addition to the first three Narrative items listed above,
for **Research/Scholarship/Creative Activity** applications include the following information.
 - Provide key background information that explains how this project fits within the existing scholarly knowledge base or creative concepts and approaches of a particular discipline.
 - Provide a brief project plan that includes your primary goals (or hypotheses) and how you will accomplish those goals or test those hypotheses.
 - What makes this project and/or your approach original in a way that could have an impact on your discipline?
 - How will this project benefit your research/scholarly/creative agenda?