



ETD Mini-Grant Program



Overview

ETD sponsors a mini-grant program that provides division members with an opportunity for partial funding on projects of benefit to ETD or a segment of the engineering technology community. A program coordinator, appointed by the division chair, provides oversight by announcing available funding via the ETD listserv, soliciting proposals, managing the evaluation process, and announcing awardees. The coordinator maintains contact with everyone who submits a proposal.

Project Types

Ideally, a project will align with the ETD Strategic Plan and benefit the entire engineering technology spectrum. It may focus on a single discipline and/or be of use to a particular college or system, as long as the results will benefit the larger ETD community.

Funding Levels

The ETD EC allocates program funds annually at its summer meeting. ETD funding must be matched by the recipient(s) or their institution, either monetary or in-kind. The amount of funding will be announced to the ETD membership via the listserv and website.

Successful applicants are eligible to receive 50% of the funding upon approval of the proposal, with the remainder sent when the deliverables requirement is fulfilled. Project leaders must be division members to qualify for funding.

Deliverables

Recipients must submit a report at project conclusion to the EC detailing how ETD funding was used. The recipient is strongly encouraged to publish the findings in the *Journal of Engineering Technology*®, although actual publication is at the editor's discretion. Recipients will also present their findings or results at the next CIEC.

Proposal Document

The proposal document should include

- Identification of the project director, including institution and contact information
- An abstract that includes an introduction and statement of the issue
- A justification that includes project purpose, objectives and goals, and benefits to the engineering technology community
- Specific anticipated results to be provided at project completion
- Anticipated timeline (two years maximum) identifying key phases
- Anticipated budget showing the use of mini-grant and matching funds
- A statement from the appropriate supervisor indicating monetary or in-kind support
- A two-page curriculum vitae for the project director in ABET format

The proposal should be three pages maximum, not including a one-page budget, curriculum vitae, and any supporting appendices.

Submission Procedure

The program coordinator will send a request for proposals, via the ETD listerv, in the fall of each year funding is available. The RFP will include submission information.

Unused Funds

If the project is not completed, recipients will return all ETD funds to the ETD treasurer.

Logos

Final work should include ASEE and ETD logos, available from the program coordinator.

Restrictions

There are no restrictions for funding other than using them for the approved project in a prudent manner.

Copies of Final Work

The project director should provide the program coordinator with a digital copy of the completed project for inclusion in the ETD archive.

Process Upon Approval

The mini-grant program coordinator will inform awardees about proposal approval and contact the ETD treasurer regarding transfer of funds. The coordinator will secure a written agreement from the awardee to provide the EC a copy of the final report by the date specified in the proposal. The EC will monitor project status and may request periodic status reports.