ETD Mini-Grant Program

https://engtech.org/minigrant/

Call for ETD Mini-Grant Proposals

2026-2028 Cycle

KEY PROGRAM HIGHLIGHTS & DEADLINE

Proposal Submission Deadline: *December 30, 2026*
Grant Funding Allocation: $17,500 *total funding pool (**$3,500** maximum per proposal)*
100% Matching Requirement: *Mandatory 100% matching grant (1:1 ratio) - institutional or external monetary/in-kind support required*
Project Performance Period*: Up to two (2) years maximum*
Submission Method: *Consolidated PDF email attachment to the ETD Mini-Grant Program Coordinator at ahmad.fayed@selu.edu*

1. Program Purpose & Objectives

The Engineering Technology Division (ETD) of the American Society for Engineering Education (ASEE) announces its Call for Proposals for the 2026-2028 Mini-Grant Program Cycle. The ETD Mini-Grant Program provides seed and matching financial assistance to ETD members to execute projects that directly advance engineering technology education, support instructional innovation, and benefit the broader engineering technology community.

Proposed initiatives may focus on a single discipline or address specific institutional or laboratory needs, provided the resulting findings, tools, or educational models offer practical benefits and broad utility to the wider ET community. All proposals are strongly encouraged to align with the strategic goals outlined in the ETD Strategic Plan.

2. Grant Funding & Mandatory 100% Matching Requirement

The ETD Executive Committee has allocated a total funding pool of $17,500 for the 2026-2028 grant cycle. Funding guidelines and matching criteria are detailed below:

Award Maximum: Proposals are limited to a maximum of $3,500 per project. Exceptionally strong and well-justified proposals may be considered for modest additional funding at the selection committee's discretion.

100% Matching Support Requirement (1:1 Ratio)**:** The ETD Mini-Grant operates strictly as a 100% matching grant program (1:1 matching ratio). For every dollar requested from ETD (up to $3,500), the applicant or their home institution must commit an equal dollar amount in matching funds.

Eligible Matching Types: Matching support may be monetary (e.g., direct institutional grant funding, department budget allocations, equipment purchases, travel support) or documented in-kind contributions (e.g., reallocated faculty workload/effort, laboratory space, donated hardware or software licenses, waived administrative overhead).

Disbursement Structure: Award funds are disbursed in two equal installments: 50% upon initial proposal approval and execution of the grant agreement, and the remaining 50% upon full completion and verification of required deliverables.

3. Eligibility Requirements

To qualify for mini-grant funding, applicants must satisfy the following membership requirement:

ASEE ETD Membership: The Project Director (Principal Investigator) must be an active member in good standing of the ASEE Engineering Technology Division (ETD) at the time of proposal submission and throughout the grant performance period.

4. Proposal Format & Required Content

Proposals must be clear, concise, and structured logically. The narrative body of the proposal must not exceed three (3) pages in length (excluding the one-page itemized budget, curriculum vitae, and institutional support letter).

Every proposal package must include the following sections in the order specified:

1. Project Identification: Complete contact information for the Project Director, including academic title, institutional affiliation, department, email address, and telephone number.

2. Abstract: A concise summary (250–300 words) detailing the project problem statement, background, core objectives, and proposed approach.

3. Project Justification & Alignment: Detailed rationale explaining the purpose, goals, and anticipated benefits of the project to the broader engineering technology education community.

4. Anticipated Results & Deliverables: Clear description of tangible products, curriculum modules, laboratory equipment designs, software tools, or research reports produced upon completion.

5. Project Timeline: Phased implementation timeline identifying major project milestones over a maximum project duration of two (2) years.

6. Itemized Budget & Matching Summary (1 Page Max): A clear 1-page financial breakdown showing total project costs and demonstrating the explicit 1:1 match between ETD requested funds and matching institutional funds.

***7. Institutional Support Letter (Matching Confirmation*)**: An official letter signed by the appropriate department chair, dean, or supervisor explicitly confirming the institution's commitment to provide 100% matching support (monetary or in-kind).

8. Curriculum Vitae: A two-page curriculum vitae for the Project Director formatted according to standard ABET guidelines.

5. Proposal Evaluation Criteria

All submitted proposals will undergo peer review by the ETD Mini-Grant Selection Committee using six key evaluation standards:

Evaluation Criterion	Description & Assessment Focus
Breadth of Appeal	Extent to which project outcomes benefit a broad segment of the engineering technology community beyond a single institution or course.
Innovation & Creativity	Originality and novel pedagogical approach, instructional methodology, or technical tool development.
Practicality	Feasibility of successful execution within the proposed timeline, budget, and institutional framework.
Affordability & Cost Efficiency	Responsible resource utilization and clear justification of project expenses alongside full 100% matching support.
Timeliness	Relevance of the project to emerging trends, contemporary industry needs, or pressing challenges in ET education.
Proposal Quality	Clarity, organization, technical rigor, and completeness of the proposal submission.

6. Grantee Responsibilities & Deliverables

Award recipients agree to fulfill the following professional obligations as a condition of receiving ETD mini-grant funding:

Final Progress & Financial Report: Submit a comprehensive final report to the ETD Executive Committee detailing project findings, outcomes, and an itemized accounting of spent grant funds.

Conference Presentation: Present project outcomes and research findings at the Conference for Industry and Education Collaboration (CIEC) at the conclusion of the grant cycle.

Publication Encouragement: Project directors are strongly encouraged to submit their completed project work for peer-reviewed publication in the Journal of Engineering Technology® (JET).

Branding & Logos: All published papers, presentations, laboratory manuals, and promotional materials resulting from the grant must feature official ASEE and ETD logos (available from the Program Coordinator).

Archival Submission: Provide a complete digital copy of all final project deliverables (modules, software, manuals) to the Program Coordinator for permanent archiving on the official ETD website.

Return of Unexpended Funds: In the event a funded project cannot be completed, all remaining unexpended ETD grant funds must be promptly returned to the ETD Treasurer.

7. Submission Instructions & Contact

Proposals must be submitted electronically as a single, consolidated PDF file attachment.

Submission Deadline: December 30, 2026

Submission Format: Single PDF attachment via email

Submission Contact: Send proposal submissions and inquiries to the ETD Mini-Grant Program Coordinator at ahmad.fayed@selu.edu.

Additional Resources: **Previous successful mini-grant reports** and **guidelines** are available on the official **ETD website**.