**SHORT-TERM FACULTY IMPROVEMENT GRANT EXPENSE SUMMARY**

**This document will do the awardable calculations for you.**

* Only enter information in the red typeface fields
* Double click to enter the type of travel; then tab to advance to each field
* To view the bottom of the spreadsheet, use the scroll bar in Word (on your far right)
* When done, single click outside of the spreadsheet



\*The Permission to Incur Special Expenses form is required for registration or conference fees over $1,000 and for any travel outside the United States; although, no need to attach to the short-term grant application.

If for some reason the travel is not approved by SCSU Administration (e.g. travel advisory issued by the U.S. Dept. of State), the travel award would be cancelled.

Contact the Office of Research Sponsored Programs at 308-4932 if you have questions.

**Short-Term FACULTY IMPROVEMENT GRANT Evaluation Form**

Applicant:

**A. Does this application meet technical criteria for short-term grants?** [ ]  Yes [ ]  No

 Criteria:

 [ ]  Educational Focus [ ]  1-14 days in length [ ]  Non-credit course/workshop

 [ ]  Interactive/hands-on training focused on a single topic

 [ ]  Documentation of expenses provided [ ]  Reports filed for previous grants

 [ ]  All required signatures included

**B. Application Evaluation:**

 Low High

* Project Description 0 1 2 3 4 5 6 7 8
* Contribution to Department 0 1 2 3 4 5 6 7 8
* Contribution to SCSU 0 1 2 3 4 5 6 7 8
* Quality of Application\* 0 1 2 3 4 5 6 7 8

(\*clarity, organization, comprehensiveness, supporting documentation, budget justification)

**C. Short-term grants for the past 5 years:**

 0 1 2 3 4

 $1,001+ $751-$1,000 $501-750 $251-500 $0-250

**Total Score \_\_\_\_\_\_\_/36**

**Comments:**

NOTE: To be eligible for an award, application must score a minimum of 21.6 points.