**RSCA MINI-GRANT PILOT**

**APPLICATION CHECK-LIST**…please attach the following items to your email and submit before November 15, 2024 to: CRSCAgrant2024@csueastbay.edu

1. Summary (2-page maximum) of the reason(s) why the faculty member needs a mini-grant (travel, research support, other); please be clear and succinct; please address any other funds that might be available to you for this purpose.

2. Documentation: letter of acceptance/invitation/publication, VPAT, Student Assistant Job Description or other required documents as indicated in the call for mini-grant proposals.

3. Documentation: email from the Chair indicating that any travel requested would, most likely, be approved.

4. Budget justification (1 page maximum). How will the money be spent and why?

5. Biosketch (1 page maximum)

Questions: please ask anne.wing@csueastbay.edu or linda.dobb@csueastbay.edu