



Office of Assessment

Assessment Mini-Grant Application

2024-2025 Academic Year

The Office of Assessment has funding available for assessment-related activities and/or tools in the form of Assessment Mini-Grants in amounts up to \$1,000.

Eligibility

Full-time faculty or staff at Sam Houston State University who are engaged in assessment-related activities or require travel funds for assessment-related conference presentations are eligible. Priority will be given to first-time Assessment Mini-Grant recipients. Examples include but are not limited to:

- Reimbursement for travel expenses to attend and make an assessment-related presentation at a professional conference (e.g., hotel, airfare/mileage, and meals)
- Expenses related to a new or ongoing assessment project (e.g., supplies, software, and testing materials), training sessions, workshops, and guest speakers.

Assessment-related activities should provide a direct benefit to SHSU by informing improvement of the experiences and/or learning of students, faculty, and/or staff at SHSU. If funds are requested for assessment tools, clarify how they are being used to support the assessment activity. Applications should contain sufficient details in all required proposal sections. Funds may not be used to pay someone for tasks that are already a part of their job duties or expectations.

Application Process

All applicants must complete the Assessment Mini-Grant Application and submit it to thamrick@shsu.edu. Applications will be accepted beginning February 1, 2024, with a submission deadline of May 24, 2024. Applications will be reviewed by Assessment staff, and decisions regarding grant awards will be made by June 28, 2024. Funds will be available after September 2, 2024.

University Policies

All recipients are required to follow and adhere to all relevant university policies regarding their research projects. Failure to follow relevant university policies may result in the revocation of grant funds and ineligibility for future Assessment Mini-Grants. The Office of Research Administration (ORA) will communicate with grant recipients regarding training that is required prior to accessing grant funds.

Institutional Review Board (IRB)

If the project involves generalizable knowledge (e.g., publication/presentation of student data) that will require IRB approval, this approval must be secured *before* submission of the Assessment Mini-Grant Application.

Spending Awarded Funds

All funds awarded should be spent prior to the grant end date, with any unspent funds returned to the grantor. If an extension is necessary, the grant recipient should email thamrick@shsu.edu.

Final Report

A final report (1-2 pages), detailing how the grant funds were utilized, the success of the project, and any planned next steps, is required of the grant recipient following the completion of the project. This report is due by August 29, 2025 and should be submitted to thamrick@shsu.edu.

Part I: Applicant & Project Information
(Please complete ALL boxes)

Application Date:

Applicant(s):

Primary Applicant Information:

Sam ID:

E-mail Address: Phone Number:

Department: Box #:

Have any of the listed applicants previously received an Assessment Mini-Grant?

Please select the type of project you are requesting funds for:

☐ New/ongoing assessment practice or project for your program, office, or department

☐ Assessment-related workshops/trainings or guest speakers

☐ Travel expenses for an assessment-related presentation at a professional conference

If requesting funds for presenting at a conference, please attach a copy of your approval letter.

Project Name:

Brief Project Description:

Will this project require IRB approval before you can proceed?

Has IRB approval been secured?

Estimated Project Completion Date:

Part II: Extended Project Description

All sections of the Extended Project Description should be completed. If necessary, please attach a separate document.

Section 1. Purpose of the Grant

Please address the following elements in this section:

- Statement of needs/problems this grant will help address
- Description of the project's measurable objectives (expected attainment of knowledge, skills, or non-learning tasks)
- Description of the project's indicators (method, instrument, process, or technique used to measure and evaluate the objective; the means of gathering data)

Section 2. Plan for Evaluation

Please address the following elements in this section:

- Plan for evaluating the success of the project, including how success will be defined and measured
- Description of how results will be used and/or disseminated and, if appropriate, how the project can be continued/replicated

Section 3. Budget

Please include a proposed itemized budget for your project indicating how mini-grant funds would be spent. This should clearly connect to the project description and should show evidence of research into costs.

How Funds Will be Utilized (List Each Item)	Amount
Total	

Section 4. Timeline

Please include a clear and delineated timeline for the project.

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For Office of Assessment Use Only

Approved: Yes No

Signature, Director of Assessment

Signature, AVP for Academic Affairs

Date

Date