Navigating the Mini-Grant
Hints and Tips for Developing a Strong Proposal
For more info: www.sc.edu/our/minigrants.shtml or e-mail us at our@sc.edu

Have a project that you and your mentor think could be a great Mini-Grant proposal? Here are some things to consider as you start writing:

The Proposal:

- **Brief description of mentor’s expertise or research area**
  - Include general topic areas of your mentor’s research passions. Keywords are fine.

- **Research questions/statement or general area of interest to be pursued.**
  - Very clearly state what you will be studying. Be sure that this is understandable to someone who doesn’t know much about your field of study. If needed, define terms. To test your explanation – give this to a friend not in your major. If he/she doesn’t understand, try again!

- **Short project description and timeline**
  - Explain what you will be doing in your research. Be specific on what you will be doing. The reasoning behind the research opportunity is to make sure that you have a meaningful experience. If the reviewer can’t tell what part of a project you will be doing, he/she can’t evaluate your experience.
  - If working in a team or on a faculty project, what will your individual role be? Who else is involved with the project?
  - Provide an estimate of the timing for specific steps of your project. This does not need to be a day to day list but depending on the length of your project, it may give an overview biweekly or monthly. Be sure to include time to review/synthesize your data and to reflect on the experience.

- **How is project connected to student’s goals? (academic, professional, personal, etc)**
  - Consider this your personal statement. This section is read carefully by the reviewers and does impact their decision. Things to include: why you want to do this project, what got you interested in it, your career goals, and how this award would further those goals.

- **Impact Statement**
  - Think about what impact your research will have on both your academic discipline and the USC community. The Mini-Grant program is intended to have great effects on the USC community, so be explicit in showing how your work will be beneficial to USC as a whole.

Important Budget Notes:

- You may use Mini-Grant funds for materials, supplies, and/or equipment necessary for your research.
- When writing your budget, **BE SPECIFIC**. Do not estimate prices! Instead, do some cost analysis and find an exact price. List everything as an individual line item and total it up to the overall cost. Remember, this award is not to exceed $1000.
- If you are applying for books, please check to make sure you are not able to acquire the titles from the USC libraries. Be sure to include this information under the Budget Justification section.
  - Example:
    - **Budget Justification**
    - **These books are unavailable from the USC library system.**
- If you are applying for or have received other awards or grants for this project, please note this on the budget sheet.
- All items purchased using Mini-Grant funds belong to the Office of Undergraduate Research.