**Mini-Grant Application**

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| The NCFL is a University Service Center that attempts to recover as much of its operating costs as feasible (up to 100%). Nevertheless, there are occasions when limited resources are available to pay for instrument time. The Mini-Grant Program subsidizes instrument use for the following purposes: (a) for demonstrations in support of the University’s curriculum and outreach efforts, (b) to complete a sponsored research program with insufficient funds, or (c) to collect preliminary data to make a proposal more compelling.**General rules for requesting Mini-Grants**1. With the exception of instrument time requested for courses or outreach, Mini-Grants are allocated as matching dollars for instrument time purchased from other funding sources (one dollar of Mini-Grant instrument time for each dollar of instrument time charged to a grant or contract).
2. Only PI’s (VT faculty member) can request Mini-Grants.
3. All funds not used on a Mini-Grant expire at the end of each fiscal year (June 30). A PI may resubmit for the next fiscal year, but please note that inactivity on a Mini-Grant lowers the likelihood of a subsequent Mini-Grant being funded.

**Expectations of requesters**1. Describe the work for which Mini-Grant support is requested, including:
	1. an experimental synopsis and expected results, and how the work will be completed (i.e. does it require NCFL personnel or will the work be done by a previously trained user?
	2. the reason Mini-Grant support is needed.
2. Describe the outcome of previous Mini-Grant awards (if any). Include a list of proposals submitted, the amount requested for NCFL contractual services, proposals funded, and related publications resulting from the Mini-Grants.
3. If the Mini-Grant is being requested to complete a research project, describe the plan for disseminating the results. For example, list the publications for which the data will be used and how the NCFL will be involved (given an acknowledgement, co-authorship, *et cetera*).

*Compliance with these expectations will generally increase the likelihood of Mini-Grant support.*Prior to applying for Mini-Grant support, contact the appropriate NCFL technical staff to discuss the feasibility of the proposed work and the needed instrument time.**Send the completed mini-grant application to** **NCFLMiniGrants@vt.edu** |

**Project Information**

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| Project Title: |  |
| Principal Investigator: |  |
| Department: |  | Position: |  |
| Email: |  @vt.edu | Phone: |  |

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| **Is your research environmentally related?** | [ ] Yes | [ ] No |

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| **Discipline** |
| [ ] Geology/Earth [ ] Chemistry[ ] Electronics | [ ] Educational Lab Use [ ] Life Sciences[ ] Materials | [ ] Medicine [ ] MEMS/Mechanical Eng[ ] Optics | [ ] Physics[ ] Process[ ] Other Research |

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| **Name** | **Position (title or role)** | **Affiliation** | **Email address** |
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| **Project description** – Please include brief experiment synopsis, expected results, and how the work will be completed (i.e. does it require NCFL personnel or will the work be done by a previously trained user). |
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| **Why is Mini-Grant support needed?** |
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| **Identify NCFL Staff with whom you have discussed your project:** |
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| **Cost Estimate (by NCFL)** – Provide a cost estimate that includes all instruments needed, the amount of instrument time required, and what assistance is needed from NCFL personnel. |
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| **Dissemination Plans** – If the Mini-Grant is being requested to complete a research project, describe the plan for disseminating the results. For example, list the publications for which the data will be used and how the NCFL will be involved (e.g. given an acknowledgement, co-authorship, et cetera). |
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| **Suggested Acknowledgement Format** – When presenting or publishing results supported by this mini-grant, please use an acknowledgement similar to one of the following statements. |
| *“This research was partially supported by Virginia Tech’s Institute for Critical Technology and Applied Science through instruments provided by the Nanoscale Characterization and Fabrication Laboratory (NCFL).”**“The results presented were obtained in part with the instruments and staff expertise at Virginia Tech’s Nanoscale Characterization and Fabrication Laboratory (NCFL).”* |
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| **Previous Mini-Grant Awards** – Include a list of proposals submitted, the amount requested for NCFL contractual services, proposals funded, and related publications resulting from previous Mini-Grants. |
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