O P P O R T U N I T Y  G R A N T S

Guidelines

O P P O R T U N I T Y  G R A N T S are available to all faculty and staff who are proposing projects relating to scholarly activities or student development. Up to approximately $1,000 in funds can be requested for projects that:

- have a basis in strong scholarship
- improve current University services
- encourage conversation between faculty and students
- are presented in formats that are accessible to and encourage participation by students
- reflect cooperation among several departments or offices

An opportunity grant application can be submitted at any time and will be reviewed on a rolling basis. For the sake of logistics, it will be helpful to submit all documents no later than 40 days before the start of your project. This is to allow ample time for review, setting up vendors, and expending funds according to university policy.

G R A N T  R E Q U I R E M E N T S

Content: Scholarly activities must be central to the project. New projects should reflect the mission of RSU and the need of the students. Enhancement of current offerings should reflect a specific need. Expenditures should be meaningful to addressing the issues raised.

Goals: Goals should reflect analysis, exploration, or interpretation of the topic proposed.

Eligible Costs

- Honoraria for guest speakers
- Local travel for faculty, staff, and students
- Supplies for the project
- Printing and publicity
- Student wages or stipend
- Other associated costs

Ineligible Costs

- Faculty or staff wages or benefits
- Out-of-state travel
- Individual items over $1,000
- Food, beverages, other items associated with receptions or banquets
PROJECT PERSONNEL

The master copy submitted with your application must have the original signature of a Project Director. His or her responsibility is:

To communicate with the Office of Research and Sponsored Programs and the Scholarly Research Committee during the review period. If funded, the Project Director will be responsible for coordinating the expenditures of all funds, organizing and running the project, and turning in a final report to the Committee.

BUDGET CONSIDERATIONS

The following criteria apply to all Opportunity Grants:

COST SHARING
Cost sharing is not required but should be documented on the budget sheet for all projects whose total cost is more than $1,000.

All expenses should be clearly listed on the Opportunity Grant Budget Sheet.

REQUIREMENTS FOR SUBMISSION (submit to Daniel Marangoni at dmarangoni@rsu.edu):

1. A project description of no more than one single spaced page that details:
   - The need for the project
   - Project goals and objectives
   - Anticipated impact
   - Timeline of the project period

2. Budget sheet and signature page (see below)
**REQUESTED FUNDS** | **COST SHARE**  
---|---
ORG. RESOURCES & CASH | THIRD PARTY CASH OR IN-KIND | TOTALS

| HONORARIA |   |   |
| SUPPLIES |   |   |
| FACILITIES |   |   |
| TRAVEL*** |   |   |
| PUBLICITY |   |   |
| OTHER (PLEASE CLARIFY) |   |   |
| TOTAL |   |   |

* Maximum allowed is approximately $1,000

** Cost sharing is NOT required. For projects whose total cost is more than $1,000, the remaining funds must be documented to show that RSU Opportunity Grant funds will sufficiently meet the deficit.

*** The maximum allowable costs for mileage, lodging and meals are based on current IRS per diem rates. If you plan to spend more than these amounts for mileage or lodging and meals, you may list these expenses as cost share. Please note: if the driver is not receiving compensation for mileage, the donated rate is $.14/mile. Costs of alcoholic beverages are not allowed.

Generally, it is anticipated that the request up to $1,000 will be sufficient to meet your project needs. Add lines as needed. Do not list cost share for administrative expenses (faculty and staff salaries and benefits), and only list cost share when necessary.

**PROJECT DIRECTOR**

Signature:_____________________________________________________________ Date:_________________

Name:  
Department:  
Work Phone:  
E-mail:

**ANTICIPATED NUMBER OF STUDENTS IMPACTED:** _______________