

Scripps Institution of Oceanography/UC San Diego
Small Grant Program Policy
Effective 1 May 2018

Background

Scripps faculty/research personnel often have need for \$1-2K to cover research expenditures that are not allocable to sponsored research. Since not all personnel have access to discretionary or banked funds, these requests have often been covered by the divisions or sections. This program is intended to increase the transparency of access to small funding requests.

Purpose

The purpose of this program is to provide funding for research-related expenses that are outside the scope of a single grant, yet critical for ongoing research activities. Small Grant Program funds are not discretionary or administrative in nature. Requests will only be considered for expenses that support research at Scripps.

There is no specific limit to the amount that can be requested, but it would be unlikely for awards to exceed \$2K. The Small Grant Program application process will continue on a rolling basis, without a specific call or announcement. New requests can be submitted throughout the year.

This document outlines the procedure to follow when submitting requests for Scripps Small Grant Program funding.

Eligibility

Members of the professorial, researcher, project scientist, academic specialist, or postdoctoral scholar series at Scripps are eligible to apply. Past grant recipients would not be eligible to compete again for two years, without a compelling reason and a strong justification for how the grant would be in the best interest of Scripps.

Use of Funds

Use of Scripps Small Grant Program funding shall conform to the approved request, both in purpose and expense category. Any savings cannot be redirected without Scripps approval. If at all possible, you should use sponsored research, gift, banked or other funds that are available to you first.

The requestor is responsible for adherence to the approved use of funding and any overdrafts resulting. All funds must be spent by the date indicated in the request. Funds not expended by that date will automatically revert back to the Director's Office, unless a no-cost extension is requested and approved.

Any equipment/supplies purchased from Small Grant Program funding becomes the property of the University and remains with the University.

Requests for support might include the following (also refer to funding restrictions below):

- Visa expense;

- Unfunded travel to scholarly or research meetings (including postdocs, students or staff to present research results);
- Subgroup meetings that aim to enhance communication or advance a specific effort;
- Student field research;
- Computing for undergraduate interns;
- Modest equipment needs;
- Symposia support relevant to broad participation in one or more sections;
- Equipment or facility repairs particularly if benefiting shared use;
- Instrument or software service contracts.

All expenditures are subject to applicable University regulations referenced below:

- [General Policy: 150-75 through 150-79](#)
- [Accounting: 300-60](#)
- [Travel Policy: G-28](#)

Non-Scripps Collaborators

Small Grant Program funding is intended to benefit Scripps investigators. Therefore, non-Scripps collaborators are not eligible to use the funds. This does not restrict Scripps personnel from travel to meet with collaborators.

Funding Restrictions

Funds may NOT be used for:

1. Salary support;
2. books;
3. curricular development;
4. administrative and teaching costs;
5. individual subscriptions or professional society dues;
6. publication costs, or open access charges or reprints;
7. telephone charges; postage or couriers;
8. office furniture; office and computer supplies (paper, pens, pencils).

Process

Submit a short email request to the [Deputy Director for Research](#) (DDR). The Research and Academic Committee will review all requests for small grant funding to assure transparency.

- Requests should include: description of costs, collaborator involvement (if applicable), benefit to the research program, other funding options explored (including use of banked funds), and date of planned use (which will be considered the end date of the award).
- Include in your request copies to your Division Director, Section Head, Supervisor (for Project Scientist, Academic Specialist and Postdoctoral Scholars), Business Officer, and Fund Manager.

Reporting – Notification of completion

To finalize Small Grant Program funding, send an email to [DDR](#) noting expense date and a paragraph indicating how the funds benefited your research. This email can be submitted by the fund manager or business officer.

Other opportunities

- Divisional Directors and Section Heads have limited resources, but they may be able to assist or connect you to other resources available. This makes particular sense when the request is targeted within one particular section and will benefit several members of that section.
- The Marine Sciences Grant Funding (travel to scholarly meetings program) accepts requests from Academic Senate members, Researchers and Project Scientist, and is meant to cover travel to scholarly meetings. This opportunity can be found at <http://senate.ucsd.edu/grants-awards/grant-funding/marine-sciences-travel/>.