This year, our departmental budget allocation for the graduate program includes approximately $17,000 in funding to support your work as graduate students. To facilitate a fair and equitable allocation of this money, we are pleased to share a new mini-grant funding competition to support your research and education efforts and professional development as Sociology graduate students.

In the past our funding support has primarily focused only on conference presentations, yet many of you have requested additional resources for needs like short-term software licenses, gift cards for research participants, fieldwork support, etc. We also know that these requests come to us throughout the academic year, as you are progressing through your classes, going to conferences, and working on research projects. With this in mind, we are expanding our funding opportunities to support what you are requesting. To ensure all money is spent from this year’s allocation, as well as making sure everyone has a chance – throughout the year – to apply for additional resources, there are three deadlines.

The first deadline for a pool of money totaling $6000 support individual and team proposals. That due date was Wednesday, November 23, 2022 at 5 pm eastern. We recommended nearly $5300 in awards from that pool of funding.

**The second deadline for a pool of money totaling $8700 will support individual and team proposals. Due date is Friday, February 17, 2023 at 5 pm eastern.**

The final pool of money – $3000 (plus any money left over from the February competition) – will support additional individual and team proposal requests before the end of the academic year on a first come, first served basis until the money runs out for the fiscal year.

If your proposal is not funded for a particular deadline, you may resubmit it to a subsequent funding deadline.

You may submit more than one proposal per funding deadline as well as put in multiple requests throughout the year.

**Application Guidelines:**

Applications are limited to no more than 1 single-spaced page with 11” or 12” inch font and 1” margins. Complete applications can be emailed as a Word document or PDF document to Dr. Timothy Hawthorne at timothy.hawthorne@ucf.edu. Applications should include all sections noted below, incomplete applications will not be considered. Requests will be capped at no more than $1000, unless there are exceptional circumstances, and proposals may be funded at amounts less than requested. Proposals may be reviewed by the graduate director, graduate committee, and departmental budget representatives prior to an award. Successful proposals will address all of the below items, will clearly identify how the money will be used, and will clearly address how the project supports the mission of UCF Sociology.

- **Statement of support category:** Include one (or more) of the following:
  - This proposal supports attendance at a conference and a conference presentation.
  - This proposal supports attendance at a conference (no conference presentation).
This proposal supports software or technology for research or education efforts. Please note not all software license agreements at UCF allow for individual student license purchases.

- This proposal supports data collection and/or fieldwork costs.
- This proposal supports another type of cost.

- A brief explanation of what your request is for and how the work may be communicated to broad audiences.
- Short biography of individual applicant or all team members for a team proposal.
- A brief description of how this proposal supports your career goals and the mission of UCF Sociology. Our mission statement is on our website: https://sciences.ucf.edu/sociology/
- Budget and justification. Identify and explain how the budget requested will support the application goals. Any budget items must be consistent with UCF spending guidelines.
  - The proposed budget may not include UCF tuition/student fees, food/beverages, graduate stipends, nor personal wages.

**Final Notes about Awards:**

- A final spending plan will be requested from any student who has not spent all of their award by May 1, 2023.
- ALL money awarded must be spent or encumbered by June 12, 2023.
- Any money awarded that is not spent or encumbered by June 12, 2023 will subsequently become unavailable.

- If awarded, please do not wait until the last minute to spend the money awarded. Spending money at UCF takes much longer than one could ever imagine, so be sure to give a lot of lead time (3-4 weeks at least) when submitting your purchasing requests.