PLP Fellow & Faculty Advisor  
Funding Guidelines for Small Grant Proposals

During Winter Quarter, Fellows develop a Small Grant Proposal (SGP) as part of course requirements for the PLP Seminar. For those interested in implementing their project once home, the PLP offers support of up to $4000 USD per Fellow per approved project.

Guidelines for funding are outlined below. SGP requirements and deadlines for the PLP seminar are listed in a separate handout (available from the PLP website, under Leadership Seminar, Winter 2003, “Small Grant Proposal Outline”).

Criteria for Selection:

- A Fellow may request funding from the PLP for an SGP while in Seattle or at any time after returning home; however, for those requesting funds prior to departure, please note deadlines on funding timeline below.

- Requests for PLP support of an SGP should first be approved by the Faculty Advisor, based on the project’s appropriateness and feasibility.

- The PLP will support any SGP that is well thought-out, feasible, and would support the Fellow’s career and/or leadership activities.

Funding Guidelines:

- We encourage SGPs that involve:
  - funding from other sources in addition to the PLP
  - joint activities among Fellows or between UW faculty and Fellows

- Generally, funds for a SGP support a diversity of expenditures, including but not limited to: printed matter, travel & outreach expenditures, equipment, salary, and communication costs. PLP funding would be unlikely for a project for which most costs involve equipment or other capital expenditures.

- PLP funding for SGPs is not primarily intended to support or supplement a Fellow’s salary. Typically, support for a Fellow would not be more than 25% of the total SGP budget. However, PLP may approve funding for an SPG that provides higher levels of support for a Fellow’s salary under special circumstances. In such cases, Fellows would need to provide a rationale for how substantial support for their salary will further their careers.
Small Grant Proposal (GSP) Funding Timeline

January 2003  
**Review SGP requirements for Seminar per “Small Grant Proposal Outline” handout (PLP website).**

Note: In the case of research projects, *Human Subjects division approval will be necessary.* Fellows and project advisors are encouraged to start this process early!

April 1, 2003  
**Deadline to submit request for funding for those wishing to receive funds prior to Seattle departure.**

Requests, indicating interest in funding and your faculty advisor’s name, should be made via email to Anita Verna Crofts (avcroft@u.washington.edu).

Note: Every attempt will be made to obtain a check or wire transfer for 75% of the total requested funds for SGPs submitted by this deadline.

May 1  
**Date by which funding decisions will be announced for proposals submitted by April 1 deadline.**

Decisions to approve funding will be made by Aaron Katz and Anita Verna Crofts, in consultation with Steve Gloyd.

Post-PLP  
**Projects conducted per project timeline.**

- At the 12 month anniversary of the project, please submit an electronic status report (as a Word document) to Anita Verna Crofts. This will be distributed to your Faculty Advisor, Steve Gloyd and Aaron Katz for review.

- Upon approval of the report, the final installment of SGP funding will be released (this will typically be 25% of the total funding amount).

Questions on Funding? Please contact Anita Verna Crofts by email at avcroft@u.washington.edu or call 206.616.9942