

### Small Grant Funding Guidelines/Policy

Any one-off, small grant requests made to the VP Research must have faculty ADR approval first. The VP Research Office only considers one-off funding if:

- 1) the request is <50% of the total project/event budget;
- 2) the request involves participation from more than one faculty;
- 3) the request is matched to individual faculty allocations (i.e. not a cumulative match);  
and
- 4) there is budget available for the VP Research to access.

The request will be measured against the strategic value of the proposal and the financial resources available.

### Small Grant Funding Submission Procedures

Applicant should submit request to lead faculty ADR for submission.

Submission should include

purpose of the request

faculties and departments involved

anticipated impact and reach

how the event / project aligns with Western's Strategic Plan

benefit to Western University

detailed budget: faculty, department and external funds committed clearly outlined

clear explanation of how the VPR funds will be spent

Submission should be made a minimum of 8 weeks prior to the event.

ADRs can submit the request to [vpr@uwo.ca](mailto:vpr@uwo.ca)

The submission will be reviewed by an Associate Vice-President (Research) and the Director of Finance and Administration. A decision, based on available funds and strategic value, will be communicated within 1 month of receipt of request