

Penn Science Teacher Institute: Teacher Mini-Grant Application General Information

What is a *Penn Science Teacher Institute (Penn STI) Mini-Grant*?

A Penn STI Mini-Grant provides monetary support to teachers interested in pursuing creative and innovative educational projects that are consistent with the mission of Penn STI. Mini-Grant funds, granted to the program by the National Science Foundation, may be used to purchase materials, supplies and equipment to be used in middle or high school science classrooms. Money may not be used for field trips, conferences, or other professional development opportunities. The duration of the grant is one school year.

Who is eligible?

All graduates of the MCE program and current students and graduates of the Penn STI program (MCEP and MISEP) are eligible to apply for Penn STI Mini-Grants.

How much money is available?

For the 2009-2010 school year, 20 grants of up to \$1000 apiece are available. Teachers from one school or district may team up to seek a larger grant. We cannot accept money from applicants or schools to supplement purchase of materials.

How are awardees selected?

Applications will be submitted for review to the Penn STI Mini-Grant Committee, which is made up of former Penn STI teachers and the program's Associate Director. The Committee will then evaluate the applications based on their consistency with the mission of the program and will award grants as it deems appropriate.

How can you apply?

All current and past participants will receive a copy of the application via email. This is a fillable PDF form which should be completed using a computer and returned to pennsti@sas.upenn.edu as an email attachment. **PLEASE KEEP A PRINTED COPY OF YOUR COMPLETED APPLICATION!** In addition, the cover page (with student and principal signatures) needs to be completed separately and sent to the Penn STI office before a grant will be awarded. The form is also available on the Penn STI website at <http://www.sas.upenn.edu/PennSTI/grants.shtml> to be downloaded, completed by hand, scanned and returned to the pennsti email address as a PDF file. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED, AND MUST BE RECEIVED BY SEPTEMBER 11, 2009 TO BE CONSIDERED.**

How is the grant awarded?

Upon receiving a Mini-Grant, teachers will be required to submit a detailed list of each item to be purchased, including vendors (which **must be on the Penn approved vendor list**), item number, catalogue price and anticipated shipping costs. All orders will be placed from the Penn STI office; teachers will need to pick materials up there. Upon completion of the project, how these materials were used must be reported to the Committee along with the evaluation.

If materials are purchased, who owns the materials?

Based on NSF guidelines, all non-consumable materials purchased by a teacher using a Penn STI Mini-Grant will become the property of that teacher's school district. Exceptions will be made in unusual cases through negotiation with the Associate Director.

What is the timeline for the Mini-Grant process? (check dates)

Initial Application received by: **September 11, 2009**

Mini-Grant awarded by: **September 25, 2009**

Materials available for pick-up: beginning **October 17, 2009**

Mini-Grant money used by teacher: before **June 4, 2010**

Evaluations (inc. posters) due: **July 1, 2010**

Mini-Grant Poster Session (ATTENDANCE EXPECTED!): **July 15, 2010**