

“The Advocates are committed to promoting and supporting Upstate Medical University and its campuses.”

**2019-2020 DEPARTMENT GRANT FUNDING PROGRAM**  
**OVERVIEW AND GUIDELINES**

The Advocates for Upstate Medical University will begin accepting applications for grant funding on **February 1, 2019. The deadline for submission is Thursday, February 28, 2019 at 12 pm (noon).**

All departments and programs affiliated with Upstate Medical University (all campuses) are eligible.

Each year The Advocates allocate a portion of their financial resources to this program, which is intended to fulfill its mission: improve **patient care** and satisfaction, support **medical education** and enhance **community health**. We accept applications for grants from departments across the Upstate Medical University Campuses. A committee of Advocates reviews and determines which projects to fund. Successful applications are those that are in alignment with one or more of the three mission strategies stated above.

- These grants are not for individual scholarship funding but for department projects and programs.
- Salaries, gas cards, dues, personal education and conventions, CD/DVD players, TV’s, computers/IPADS or parking **will not be funded**.
- Money may only be spent for approved allocations.
- Items that can be funded through department budgets are not eligible for Advocates Grant Funding

**\*\*For The Advocates 2019-2020 fiscal year (6/1/19-5/31/20), we will accept applications for grants up to \$10,000; the majority of grants awarded will fall between \$100 and \$3,000.**

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**Some guidelines to consider:**

1. Keep in mind when you describe your project, your patients, and your challenges that the applications are reviewed by Advocates’ committee members who are not familiar with medical terminology and may not understand your department’s services or operations.
2. Be sure to include supporting documentation that puts your proposal into context. **LIMIT THE NUMBER OF ATTACHMENTS TO THREE (3) PAGES.**
3. Applications must be received in The Advocates office by **February 28, 2019 at 12 pm (noon)**
4. **Funds will be dispersed from June 1, 2019 –May 28, 2020.** Grants will be forfeited after that date. No Exceptions! Gift cards will not be issued for remaining funds.
5. Funds must be acknowledged ... “this project has been made possible due to a grant from The Advocates for Upstate Medical University”. “Funded by a grant from ...” Labels can be requested from The Advocates office.

**\*\*Please do not ask for more money than you actually need. If you are submitting more than one application for your department, tell us which grant is most important to you.**

Please call The Advocates’ office at 464-5610 or email [adlerj@upstate.edu](mailto:adlerj@upstate.edu) with any questions.