URECA! MINI-GRANT FORM -TTU

APPLICATION FOR URECA! MINI-GRANT

1. COVER SHEET

Project Title: _____

Project Begin Date: _____ Project End Date: _____
           (MM/DD/YYYY)   (MM/DD/YYYY)

STUDENT INFORMATION (as of today's date):

Name: _____ Student ID T# (required!): _____

Address: _____ Telephone Number: _____
           Street

_____ Email Address: _____
   City, State, Zip Code

Major: _____ Minor: _____

Mentor: _____ Co-Investigator(s): _____

Classification:
☐ Freshman   1st year   Click Checkboxes
☐ Sophomore 2nd year
☐ Junior   3rd year   **Is this a Disciplinary Specific Grant (D) or**
☐ Senior   4th year   **is this an Interdisciplinary Grant (I)** _____

Expected Graduation Date: _____
                (Enter Month and Year e.g., May 2015)

Cumulative GPA: _____ Major GPA: _____

BUDGET: (food is not allowed)

SUPPLIES _____
OTHER _____
TOTAL _____
(requested from grant)

SIGNATURES:

_____ _____
(STUDENT)   (DATE)

_____ _____
(FACULTY SPONSOR)   (DATE)

2. URECA! BUDGET FORM
(To be developed in consultation with faculty mentor)

Student Name: _____

Project Title: _____

DETAILED BUDGET:
Itemize expenses for items not provided through TTU or your faculty mentor. The maximum is $1000 for academic year mini-grants. Submit separate sheet with supporting documentation (e.g., product specifications, cost estimates, travel request forms) if appropriate. The budget page should include a list of the items within categories (i.e., supplies, personal protective equipment, services, equipment, mileage, etc.) and a justification of any unusual items. Round to the nearest dollar. If the total project costs exceed the $1000 maximum of this award for academic year mini-grants or $4000 for summer grants, then list any other sources of support (SMAC 606, other grants) on a separate additional sheet.

Expense Items	Estimated Costs
	$
	$
	$
	$
	$
	$
	$

Total Budget Request:
$

All funds for expense items, such as materials, supplies, equipment, software, computers, resources, or for other expenditures such as travel integral to the conduct of the project or costs for outside services performed, must be clearly and fully documented in the project description in Section 3. Remember, not all committee members are familiar with your area of study, and as such, they may not fully understand the need for materials, supplies, travel, and other expenses. Such documentation must include:

- Name/description of expense item
- Cost of expense item
- Detailed justification for why this expense item is necessary
- Brief description of how this item is to be used for this project
- Can the project be completed without the requested item(s)?

3. PROJECT DESCRIPTION: The student must complete this section in her/his own words.
Have your advisor review it to ensure that you both agree on its contents.

The Project Description consists of the following sections:

- Introduction/Background (include your main research question and/or creative outcome; use supporting citations)
- Describe what you plan to do during the course of the project
- Explain how the project extends both your own present knowledge and contributes to your field of study; explain its value and to whom.
- Define the role of your faculty advisor: describe how you will collaborate, how often you will meet, what, if any, direct responsibilities your advisor will have to the positive outcome of the project.

NOTE: This description must be written to an educated lay audience.
The review committee will not necessarily contain a member from your field.

[INSERT PROJECT DESCRIPTION here or add additional pages:
~THREE PAGES or 1500 WORD MAXIMUM]

4. Environmental Health and Safety (check all that apply to your proposed research)

☐ Infectious Agents (including Select Agents)

☐ Human Derived Materials

☐ Recombinant DNA

☐ Hazardous Chemicals (including controlled substances)

　　　　Will hazardous wastes be generated?

　　　　　　☐ Yes

　　　　　　☐ No

☐ Plant Pathogens (including Select Agents)

☐ Compressed gases

☐ Cryogenic materials

☐ Noise

☐ Nanoparticles

☐ Non-native/Invasive species

☐ Shipping/receiving and/or transporting hazardous materials (including dry ice, chemicals, and biological materials)

☐ Radionucleotides

☐ Ionizing radiation/Lasers

☐ Aquatic hazards (diving/boat/etc.)

If any box above is checked your application must also be reviewed by Environmental Health and Safety. For guidance in defining research hazards, please consult the EHS website: www.tntech.edu/safety

Vertebrate Animals
http://www.tntech.edu/research/animal-care-and-use-iacuc/

1.   Does the research proposed in this application involve the use of vertebrate animals?

　　☐ No. (Review by IACUC is NOT required. Do not answer Question 2.)

　　☐ Yes. (Review by IACUC is required. Continue with Question 2.)

2. A protocol for the research proposed in this application (check one):

☐ has been approved and is on file in the IACUC.

☐ has been submitted to the IACUC.

☐ will be submitted to the IACUC.

Human Subjects
http://www.tntech.edu/research/hs-guidelines/

1. Does the research proposed in this application involve the use of human subjects (INCLUDING use of de-identified data or specimens of human origin)?

    ☐ No. (Review by the TTU Institutional Review Board is NOT required. **Do not answer Question 2 in Safety Training**.)

    ☐ Yes. (Review by TTU Institutional Review Board is required. **Continue with Question 2 in Safety Training**.)

Include in the URECA! application your IACUC and/or IRB application(s) and/or approval letter(s).
Note: No funding will be given prior to the receipt of the necessary approval, but applications will still be accepted.

Safety Training
1. Have you completed all appropriate required TTU safety training?
    ☐ Yes (Answer question 2)
    ☐ No

2. Which TTU safety training(s) have you completed? List training title and date of completion. *Note: TTU safety training(s) are required prior to the start of any project.*

5. HEALTH and SAFETY

Consider your project from start to finish. What health and safety related issues are involved with the work you will perform? What precautions will be taken to minimize the risks? Be sure to include information about wastes generated, hazards present in the research project, environmental protection, and precautions to be taken to protect yourself and others around you. (250 word maximum)

[INSERT HEALTH/SAFETY/ETHICS STATEMENT: 250 WORD MAXIMUM]

6. Ethics

Are there ethical considerations related to your project? (250 word maximum)

Ethics Signature Statement

By signing below, I (the student) certify that all information provided in this application is accurate and not plagiarized.

Student Signature	Date

7. LEARNING OBJECTIVES AND CAREER NARRATIVE:
Describe what you will learn, skills you will develop, and/or techniques that you will use and how this will enhance your career goals.

[INSERT OBJECTIVES AND CAREER NARRATIVE: 500 WORD MAXIMUM]

8. FACULTY MENTOR'S SUPPORT FORM

To be completed by faculty mentor. Must be signed and included with student application's packet. **Application Information:**

Student Name: _____

Project Title: _____

Faculty Mentor Information:

Name:_____ Rank:_____

College/School:_____ Department:_____

Telephone:_____ Campus Box: _____

Email Address:_____

Is IRB Approval Required? ☐ Yes ☐ No   If yes, has it been secured?   ☐ Yes ☐ No
Institutional Review Board for the Protection of Human Subjects at Tennessee Technological University

Is Performance License, Royalties, or Copyright Permission Required?   ☐ Yes   ☐ No
If yes, has it been secured?   ☐ Yes ☐ No

Is IACUC Approval Required? ☐ Yes ☐ No   If yes, has it been secured? ☐ Yes ☐ No
Institutional Animal Care and Use Committee

Has the Student taken all required safety courses? ☐ Yes ☐ No

If you have more than one student applying for the same type of URECA! GRANT, but are NOT on the same project please rank this student/project in comparison to the other students (1 of 2 , etc.)   Rank: _____ of_____

Faculty Mentor Endorsement: Please complete the following Faculty Mentor Endorsement form describing the merit of the project and its potential impact on the student, the student's potential for successful completion, and your role in the project. Your comments are very influential in the committee's decision. *Please* **Type.**

1)   Please provide comments on the merit of this project and its potential impact on the student's engagement in research, scholarship, and/or creative activity.

2)   Please comment on the student's potential for successfully completing the project.

3)   Please comment on your role in this project.

_____   _____
Mentor Signature   Date
☐ My department chair is aware of this project and is supportive of the project and my involvement as a faculty mentor.