URECA! GRANT APPLICATION INSTRUCTIONS

These competitive awards are intended to fund faculty supported, student performed research and creative activities. Preference is given to first and second year students. The application must be submitted to the Office of Undergraduate Research at TTU.   Grants are for a maximum of $1000.00 for expenses and supplies. No wages are provided.

The application consists of the following (use this as your checklist to ensure completeness):

Did you include:	Student's Initials
1. Cover Sheet with Student/Mentor **Signatures** (All blanks filled in)	
2. Detailed Budget	
3. Project Information	
a. The statement is no longer than two (2) pages ~ 500 words	
b. The statement was written by the student	
4. Health and Safety: checklist and IRB, IACUC, IBC, etc.	
5. Health and Safety statement. 250 words max. **Signature**	
6. Ethics statement. 250 words max. **Signature**	
7. Learning Objective & Career Statement 250 words max.	
8. Faculty Mentor's Support Form **Signature**	

The checklist above should NOT be submitted with your application. Sections 1-7 are to be submitted. After you fill out the cover sheet, insert all the essay sections of the application in the appropriate places, then give the application to your faculty mentor for her/his final approval and signature. Once this is accomplished, then you can put it with the rest of your document.

CRITERIA FOR FUNDING OF URECA GRANT PROPOSALS

These criteria are not listed in any order of importance. All are used in deciding which projects will receive funding.

1. Only complete proposals will be considered –this includes signatures and ALL seven parts of the application.

2. Students must be in good academic standing.

3. You must be a full-time undergraduate student at TTU.

4. Previous URECA funding may impact the decision.

5. The application is judged on its overall strength and general merits: the clarity, the appropriateness of the methods proposed, the adequacy of the training and academic background of the applicant to carry out the project.

6. The Project Description MUST be written by the student and written to an educated but lay audience. The Undergraduate Research Committee that reviews the applications will not necessarily have a member trained in your specialty, and a member of your department will NOT judge the merits of your application. You must be able to translate the complexities of your project into a language that any academic can understand. Any jargon should be avoided or clearly defined. Discipline specific techniques or technologies must be made plain.

7. The letter of support from the faculty sponsor of the project impacts the evaluation process. The faculty advisor acknowledges that they are ultimately responsible for minimizing the hazards of the project and for safety during the project timeline. Note that the funds being applied for are to be used for an individual student's work, but that work may be part of a larger research project or group project.

8. The funding must be used only to advance the particular needs of the individual student.
Examples of how funds may be applied include:

- Art supplies
- Disposable / expendable media: cell cultures, animal feed, one-use samples, etc.
- Specific kits necessary to do analyses particular to student's work
- Paying for data entry, transcription, translation, or other necessary services that could not be performed by the student, or could not be performed in a timely fashion
- Fasteners, bulbs, incidental electrical equipment
- Computer supplies (paper, ink, etc.) or obligatory programs, office supplies needed
- Cell phone/ long-distance minutes (or compensation for phone used for the project)
- Admission to galleries, museums, etc. necessary and specific to the student's project
- Travel costs: mileage to/from project site, airfare, hotel, meals necessary to project
- Equipment central to the student's project, e.g., digital voice recorder, GPS unit, personal protective equipment, or stand alone devices. Equipment purchased with grant funds becomes the property of the department of the faculty mentor.

9. The Award Committee ordinarily will consider funding travel expenses only if the travel is necessary to the student's project and the student is accompanied to the field/off-campus site by the faculty sponsor (or graduate student affiliated with the project). In situations where travel is unescorted, there must a signed addendum (direct email, separate signed letter, or addressed within faculty letter of support) from the faculty sponsor explaining the circumstances.

10. Funding applies to events and expenses incurred beginning the first day of the semester of application and ending no later than 14 months after approval (the end of the following fall or spring semester, as appropriate). Any funds not spent during this period MUST be returned to the Office of Research.
Funds are typically available for the semester of application and two additional semesters.

OBLIGATIONS OF ACCEPTING FUNDING
By signing the cover page the faculty sponsor agrees that it is her/his responsibility to:
- Ensure that the project is carried out as proposed. Significant changes must receive approval from the Office of Research.
- Comply with the terms and conditions of the award.
- Comply with relevant University administrative and academic policies and procedures. Of particular relevance are University policies governing hiring, accounting, health & safety, patents, copyright, ethical conduct, and conflict of interest.
By signing the cover page the student agrees to:
- Comply with relevant University administrative and academic policies and procedures for accounting, health and safety, and ethical conduct, among others.
- Comply with relevant ethical conduct of your particular discipline.

If **data** are produced in the course of carrying out the funded research, they are the property of both the faculty sponsor and student. Neither should publish the data without joint authorship or jointly agreed to acknowledgement. Original research notes, raw data and electronic files must stay in the laboratory with the faculty sponsor. Copies of research notes may stay with the awardee.

If **waste** is produced in the course of carrying out the funded research, it must be disposed of in compliance with University waste disposal procedures be it solid or hazardous waste.

FOR ADDITIONAL INFORMATION:
- HEALTH & SAFETY: [Training | Tennessee Tech University](#)
- LAB SAFETY TRAINING: [Chemical Hygiene Plan | Tennessee Tech University](#)
- INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE) /ANIMAL SUBJECTS [Institutional Animal Care and Use Committee (IACUC) | Tennessee Tech University](#)
- HUMAN SUBJECTS RESEARCH: [Approval Guidelines | Tennessee Tech University](#)
- TRAVEL: [Travel | Tennessee Tech University](#)
- TTU RESEARCH POLICIES: [Office of Research Policies | Tennessee Tech University](#)

UNSIGNED OR OTHERWISE INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.
Submit pages for the following sections 1-7 of this document – they contain the seven sections which constitutes the application. Pages can be inserted.

Fill out 1. Cover Sheet: including:
- Project Title: A brief, clear, specific description of the subject of research. The title, by itself, should give a clear indication of what the project is about.
- Duration of Project: These grants are typically for a 10-week period, but may extend further; all funds must be spent by May 11, 2012.
- Budget: Only totals for each major category are required here; include only the budget amount requested from the URECA Grant Award program.
- Signatures: Both the student and the faculty sponsor must sign this cover sheet or the application will be deemed incomplete and will not be reviewed.

Fill out 2. Budget Form. Pages can be inserted.

Fill out 3. Project Description: This should be three pages or less including Figures or Tables, and ~ 1500 words, excluding References. Include required sections in the Project Description. Pages can be inserted.

Fill out 4., 5. 6. Health, Safety And Ethics:: Check appropriate work, make sure you are in compliance, include proof. Insert health/safety/ and ethics statements: 250 word maximum for each. Sign!

Fill out 7. Learning Objectives And Career Narrative: 250 word maximum.

Fill out 8. Faculty Mentor Support Form: Give this proposal to your Faculty Mentor for them to fill out. Their signature is required.

QUESTIONS? Contact Dr. Edward Lisic by email at edlisic@tntech.edu or office phone: 931-372-3425.