URECA! TEAM-GRANT APPLICATION FORM -TTU

1. COVER PAGE

Project Title: _____

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

STUDENT INFORMATION (as of today's date):

	Student ID T#	TTU Email Address	GPA:
Name: _____	_____	_____	_____
Name: _____	_____	_____	_____
Name: _____	_____	_____	_____
Name: _____	_____	_____	_____

Faculty Mentor: _____

Faculty Mentor: _____

BUDGET SUMMARY : (food is not allowed)

SUPPLIES _____
Stipend _____
Travel _____
OTHER _____
TOTAL _____
(requested from grant)

SIGNATURES:

_____   _____
(STUDENT)   (DATE)

_____   _____
(STUDENT)   (DATE)

_____   _____
(STUDENT)   (DATE)

_____   _____
(STUDENT)   (DATE)

_____   _____
(FACULTY Mentor)   (DATE)

_____   _____
(FACULTY Mentor)   (DATE)

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

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 $5000 maximum of this award, 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. 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: This section is most important, and can be prepared on additional pages. There are no page limitations, but be efficient and concise, an overly long proposal doesn't help the reviewers.

The Project Description consists of the following sections:
- **Introduction/Background** (include your main research question and/or creative outcome; use supporting citations)
- **Proposed plan**, with preliminary results if possible.
- <u>**TEAM Roles**. Define the role of the faculty advisor(s), and the role of **every** team member:</u>
- **Budget justification**.
- **Dissemination of results**. Explain how the project extends present knowledge and contributes to the students field of study; explain its value and to whom (will students present the research (where?) or try to publish?).

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

Project ABSTRACT:

Project Description with additional pages will follow on the next pages:

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 may 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 students completed all appropriate required TTU safety training?
   ☐ Yes (Answer question 2)
   ☐ No

2. Which TTU safety training(s) have been completed? List training title and date of completion. *Note: TTU safety training(s) are required prior to the start of any project.* These pages can be appended to the end of this proposal.

5. HEALTH and SAFETY

Consider your project from start to finish. What health and safety related issues are involved with the work students 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 for the TEAM: 250 WORD MAXIMUM]

6. Ethics for the TEAM

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
Student Signature	Date
Student Signature	Date
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. This should be addressed by every undergraduate researcher, but they can be combined.

[INSERT OBJECTIVES AND CAREER NARRATIVE: 500 WORD MAXIMUM]

8. FACULTY MENTOR'S SUPPORT FORM (if more than one faculty, each have to submit this form)

To be completed by faculty mentor. Must be signed and included with application.

Application Information:

Students 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

Have the Students taken all required safety courses? ☐ Yes ☐ No

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.