URECA! TEAM GRANT APPLICATION INSTRUCTIONS

These competitive awards are intended to fund faculty-supported, student-performed research and creative activities. Preference is given to multi-student TEAMS. The application must be submitted to Tech's Office of Creative Inquiry. Grants are for a maximum of $5000 for expenses.

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

Did you include:	
1. Cover Sheet with Student/Mentor **Signatures** (All blanks filled in)	
2. Detailed Budget	
3. Project Information	
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**	
Appendix 2-Page maximum Faculty Resume	
Appendix All Students Resumes 2-pages maximum each	

The checklist above should NOT be submitted with your application. Complete sections 1-7 of the application. Afterward, present it to your faculty mentor to complete section 8. Once finalized, combine sections 1-8 into a single 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 parts of the application, including resumes.

2. Students must be in good academic standing.

3. Students must be a full-time undergraduates at Tennessee Tech.

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 authored by the student(s) and tailored for an educated, non-specialist audience. The reviewing committee may not have a member versed in your specific field, and no one from your department will evaluate your application. It's essential to present your project in terms understandable to any academic. Avoid jargon, or if used, provide clear definitions. Any specialized techniques or technologies should be plainly explained.

7. The support letter from the faculty sponsor plays a crucial role in the evaluation process. The faculty advisor must acknowledge their ultimate responsibility for minimizing project hazards and ensuring safety throughout the project timeline. It is important to note that the funds applied for are intended for student work, which may be a component of a larger research or group project.

8. Funding must be used only to advance the particular needs of the project.
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(s), 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.
- Student stipends for the academic year (not summer)

9. The Award Committee typically funds travel expenses only if the travel is essential to the students' project and the student(s) is/are accompanied to the field or off-campus site by the faculty sponsor or an affiliated graduate student. For unescorted travel, an addendum (either a direct email, a separate signed letter, or a mention within the faculty letter of support) from the faculty sponsor detailing the circumstances is required.

10.   Funding covers events and expenses starting from the first day of the application semester and concluding within 14 months of approval (by the end of the subsequent fall or spring semester, whichever is relevant). Unspent funds at the end of this period will remain with the Office of Creative Inquiry. Typically, funds are accessible for the application semester and the two following 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 Creative Inquiry.
- 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 each 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 is generated during the funded research, it is considered the property of both the faculty sponsor and the students involved. No party should publish the data without joint authorship or mutually agreed-upon acknowledgment. Original research notes, raw data, and electronic files must remain in the laboratory with the faculty sponsor. However, all awardees may retain copies of the research notes.

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 all pages of the URECA! TEAM Grant application form PLUS the TWO PAGE maximum Resume or Vita for each Faculty AND student involved in the project. . Pages can be inserted.

Fill out 1. Cover Sheet: including:
- Project Title: A brief, clear, specific description of the subject of research. The title 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 one year after the semester it is funded.
- Budget: Only totals for each major category are required here; include only the budget amount requested from the URECA Grant Award program.
- Signatures: All students 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 proposal section can be as long as needed to explain the project. 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. Lenly Weathers by email at lweathers@tntech.edu or office phone: 931-372-6539.