TTU CISE GRANT APPLICATION FORM

1. COVER SHEET

Project Title: _____

STUDENT INFORMATION (as of today's date):

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

Address: _____ Telephone Number: _____
Street

TTU Email Address: _____

_____
City, State, Zip Code

Major: _____ Minor: _____

Faculty Mentor: _____ Co-Investigator(s): _____

Classification:
- ☐ Freshman 1st year
- ☐ Sophomore 2nd year
- ■ Junior 3rd year
- ☐ Senior 4th year

Double click check boxes: ***These questions are ***only*** for demographic purposes
***Sex:** Male ☐ Female ■ Other ☐ No Response ☐
*To which racial or ethnic group(s) do you ***most*** identify?
African-American ☐, Asian/Pacific Islanders ☐, Caucasian ■,
Latino or Hispanic ☐, Native American or Aleut ☐, Other ☐

Expected Graduate Date: _____
(Enter Month and Year e.g., September 2025)

Cumulative GPA: _____ Major GPA: _____

BUDGET: (food is not allowed)

STIPEND _____($3500 maximum)
SUPPLIES _____
OTHER _____
TOTAL _____
(requested from grant)

SIGNATURES:

_____ _____
(STUDENT) (DATE)

_____ _____
(FACULTY SPONSOR) (DATE)

2. FACULTY MENTOR'S SUPPORT FORM

To be completed by faculty mentor. Must be digitally signed and included as part of the CISE grant proposal.

Faculty Mentor Information:

Name: _____ Rank: _____

College/School : _____ Department: _____

Telephone: _____ 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 CISE GRANT, please rank this student/project in comparison to the other students (1 of 2 , etc.) Rank: _____ of_____

Faculty Mentor Extra Statements (if there is any information pertinent to the student, the grant, or other issues that aren't addressed elsewhere in this form please add them here) Maximum 250 words:

Faculty Mentor Endorsement:

_____ _____

Mentor Signature Date

■ My department chair is aware of this project and is supportive of the project and my involvement as a faculty mentor.

3. CISE 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 $500 for expenses, if the student is asking for $3500 for stipend. If not, the total budget cannot exceed $4000. (For example a student could ask for $1000 for expenses, but only $3000 for stipend) Submit separate sheets 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 $4000 for summer grants, then list any other sources of support (SMAC 606, other grants) on a separate additional sheet.

Expense Items	Estimated Costs
	$
	$
	$
	$
	$
	$
Travel (not for dissemination of your work at a conference)	$
Stipend ($3500 Maximum)	$ 3500

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)?

4. 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)

5. 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. (Digital signature is preferable)

Student Signature _____ Date _____

6. Creative Inquiry Discussion of Your Project

▣ If your project is Funded you must Present a 1 slide PowerPoint Presentation of your work (~2-3 minutes) at the Annual Creative Inquiry Summer Experience Showcase event on Aug. 22 or 24 at 11:00 in the Lab Science Commons. Provide your PowerPoint slide to Dr. Weathers by Aug. 15 by email.

Discuss how you view your work and how it fits into our definition of "Creative Inquiry" below.
Our QEP is Creative Inquiry: **The process of exploring issues, objects or works through the collection and analysis of evidence including combining or synthesizing existing ideas, products, or expertise in original ways to answer an open-ended question or achieve a desired goal.**
Creative Inquiry Discussion NARRATIVE: 500 WORD MAXIMUM]

7. Project Description (there is no page limitation)

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

The Project Description consists of the following sections:

I. Title
II. Abstract
III. Introduction/Background (include your main research question and/or creative outcome; use supporting citations)
IV. Research or Project Plan (Describe what you plan to do during the course of the project)
V. Justification of Stipend and Budget: How will work hours be assessed by Faculty Mentor?
VI. Anticipated Results
VII. References

- 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.

INSERT PROJECT DESCRIPTION on **additional pages**
and then combine this whole proposal into a single PDF File for submission
to lweathers@tntech.edu