

Faculty Research Grant Application

Title of Project	Track
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PI Name	Department	Rank/Tenure Status
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Is this a collaborative proposal? No Yes

Co-PI (1) Name	Department	Rank/Tenure Status
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Co-PI (2) Name	Department	Rank/Tenure Status
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Co-PI (3) Name	Department	Rank/Tenure Status
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Have you received funding from the Faculty Research Committee in the last 5 years? No Yes

IF YES – briefly describe the accomplishments of your previous FRC grant(s), including how the results were disseminated (list any publications, presentations, recordings, etc. that resulted from the research). If Track II, list all proposals submitted for funding to external sources.

Attachments:

Please attach your narrative proposal, references (optional), and any supporting letters from external agencies (if involved in the project).

Budget Summary

Faculty Research Proposal

Provide the amount requested for each expense category in the table below. Use the space beneath each category line to justify and itemize the expenses for that category as needed.

61200	Release Time (Reduction of Teaching Load)	\$
61400	Student Salaries	\$
73000	Travel	\$
74000	Supplies and Operating Expenses	\$
78000	Equipment	\$
TOTAL		\$

All funds must be expended in accordance with established Tennessee Tech policies and procedures, and the terms of the Faculty Research Committee Grant Program.

Special Budget Justification

Faculty Research Proposal

If the budget includes expenses requiring special justification (such as international travel or computer hardware), please explain in detail below. You may also use this space to elaborate on anything in your Budget Summary, if needed.

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Proposal Checklist

Please double-check your work to ensure you're following all technical requirements. Below are some common areas that are missed and may result in disqualification if the proposal does not comply:

Budget Summary and Justification

- Expense categories are itemized and within University guidelines.
Please reference the section on Allowable Costs in the Handbook to ensure your budget complies with requirements.
- Track I Proposals: Budget totals \$3,000 or less
- Track II Proposals: Budget totals \$10,000 or less

Narrative Proposal (and optional references)

- Must be completely anonymous: name(s) of PI/collaborators are not included in the narrative
- **Narrative does not exceed four (4) double-spaced pages in length**
- All pages have one-inch (1") margins all around
- Use a legible 12-point font
- Spacing 10.0 -14.0 characters per inch, including spaces and punctuation
- All required headings are included in the narrative:
 - ⇒ Description of Project
 - ⇒ Significance/Merit
 - ⇒ Plan of Action
 - ⇒ Personal Qualifications
 - ⇒ Dissemination of Results
- If public schools or other outside agencies are involved, letters of support are provided.

Approvals:

I agree to the terms of the program as stated in the Faculty Research Grant Program Handbook.

If my proposal is selected for funding, I will take appropriate care to adhere to the budget as approved by the Committee and will not spend more than the approved amount for this project.

PI Signature

I agree to the terms of the program as they apply to departmental chairpersons and college deans.

If this project is funded, I agree to adhere to the budget requirements and that my department or college/school will be expected cover the cost of overages if the PI overspends.

Approval of PI's Chairperson

Approval of PI's Dean