Custom Textbook Fund Grant Application
(Submit to the Committee Chair)

Applicant Name(s): _____

Have you received funding from this committee before? _____ Y _____ N

If yes, when and for what purpose? _____

Applicant Status (check one): Undergraduate _____   Graduate _____   Faculty _____

If a Student is Applying:

    Student's Mailing Address: _____

    Student's Email: _____ Student's M#: _____

    Faculty Sponsor: _____

Title of Project: _____

Total Amount Requested:_____Date Funds Will Be Needed:_____

Important Project Dates (beginning, end, dates of presentations, travel, etc.):

_____

Have Other Sources of Funding Been Pursued? If yes, which source(s)? When will funding decisions be announced? (**For Travel and Research:** Undergraduates should contact MTSU's Undergraduate Research Center and/or URECA for funding, and Graduate students should contact the College of Graduate Studies).

_____

Has additional funding already been secured from another source? (If yes, how much, from which source?)

_____

In the space below (and on additional sheets if needed), outline the following:

1. Project Description (including purpose and objectives, program design, time frame, etc.). If the project is travel to a conference or interview, please provide documentation (e.g., acceptance letter, invitation to interview).   If the project is undergraduate student research, please elaborate on the student's role in the project.

2. Description of how the project satisfies the fund's purpose and priorities (e.g., enrichment of graduate/undergraduate education, expected impact on students, number of students impacted)

Detailed budget. Explanation (where necessary) of budgeted items. Provide evidence of cost when appropriate (e.g., receipts). **Travel: *Travel Authorization Form* must be submitted with this grant application 2 weeks prior to travel--include documentation of conference registration costs and possible airfare and hotel costs. After travel is completed**, submit **'ALL' itemized** receipts (airfare, hotel, registration, etc.) and *Travel Expense form*, *(mileage = .57)* to CoTonya Malone (cmalone@mtsu.edu) for processing. She will complete and submit the expense report. Please make sure the receipts indicate payment (e.g., via credit card). There is a 30-day deadline after you return to have this documentation submitted.

_____

Applicant Signature   Date   Faculty Sponsor Signature   Date