

SEARCH FOR FUNDING

MY PROJECTS

MESSAGES

LOGOUT

John Sample (jsnetid), Class of 2016, Chemistry (AB)

## Sample Project

### PROJECT DETAILS

#### Applicant Information

**Home Address:** 123 Main Street  
Princeton NJ 08540  
USA

**Cell Phone:** 609/555-1212

**Citizenship:** USA1

**Department::** Chemistry

If the information above is not correct, please contact the [contact the Registrar](#).

**Activity:** Independent Projects

Title of Project

**Intended Concentration:** AB - Chemistry

Start Date      End Date

      

anticipated  
mm/dd/yyyy

anticipated  
mm/dd/yyyy

Students may not schedule travel that conflicts with their end-of-semester exam schedule or academic obligations.

### RECOMMENDERS

Please check the guidelines of the funding office to which you are applying to see if recommendations are required. Recommenders should be selected from people who know your academic qualifications well. You should be sure to ask your recommender(s) if they are willing to write a letter before entering their name(s) here. Your recommender will be contacted via an email from SAFE as soon as you submit your application. The email gives them a link to an online form, where they will fill out the questions that you see on the sample application.

	Name	Title	Department
<a href="#">delete</a>	John Faculty	Professor of Chemistry.	Chemistry

Enter Name or Net Id to Search

### FUNDING REQUEST(S)

To find and request additional funding for this project

All deadlines are 11:50pm local Princeton time unless otherwise noted

[remove](#)

**Opportunity**

Sample Funding Opportunity for Independent Projects  
SFO - Sample Funding Office  
[web site](#)

**Application Period**

Open: 02/05/2014  
Closed: 05/05/2014

**Decision Period**

Starts: 05/06/2014  
Ends: 06/06/2014

**Funding Limits:**

Fully Funded

**Term**

ALL

### ANTICIPATED EXPENSES

Please provide a working budget for all of your anticipated expenses. We expect these costs to be moderate; you are responsible for researching competitive pricing in order to maintain reasonable costs. The budget you are providing should be detailed and specific.

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If the funding office(s) to which you are applying has specific expense/budget guidelines, they will be listed below.

➤ [Funding Guidelines for Sample Funding Opportunity for Independent Projects](#)

Please Note: **Total Requested** may differ from **Total Cost** if you expect to use funding from a non-Princeton source.

Expense Type	Description	Cost Per Unit	Units	Total Cost	Total Requested
<input type="checkbox"/>	International travel/airfare			\$0.00	
<input type="checkbox"/>	Local transportation at the research site			\$0.00	
<input type="checkbox"/>	Lodging			\$0.00	
<input type="checkbox"/>	Meals			\$0.00	
<a href="#">+add more lines</a>		Totals		\$0.00	\$0.00

## DOCUMENTS

Please check the guidelines of the funding office(s) to which you are applying to see what documents are required.

Please upload required documents below, as well as non-required documents as appropriate. (PDF only)

Approval documents required in order to receive award(s) can be uploaded at any time, **but no later than one week prior to the start of your activity.**

Document	Date Uploaded	Description
Unofficial transcript		
<a href="#">Upload and Manage Project Documents</a>		

## INDEPENDENT PROJECTS QUESTIONS

### Overnight Travel

Does your project involve overnight travel outside of the metropolitan New York City and Philadelphia corridor?

Yes

No

If so, please list the cities you intend to travel to in order to conduct your project.

### Institutional Review Board Approval (IRB)

Does your project work involve human subject intervention or interaction; or the collection of human data or biological specimens? IRB protocol approval may be required; please contact the IRB office immediately for a determination of human subject research status. The approval process may take up to two months.

Yes

No

Not sure about IRB approval? Please read the [IRB requirements](#) and contact them if necessary in order to make this determination BEFORE SUBMITTING YOUR COMPLETED APPLICATION.

### Institutional Animal Care and Use Committee Approval (IACUC)

Does your project work involve animal subjects? IACUC protocol approval may be required; please contact the IACUC office immediately for a determination of animal research status. If required, protocol approval process may take up to two months.

Yes

No

Not sure about IACUC approval? Please read the [IACUC requirements](#) and contact them if necessary in order to make this determination BEFORE SUBMITTING YOUR COMPLETED APPLICATION.

### Environmental Health and Safety (EHS)

Do you plan to transport chemicals, environmental samples or biological materials, including animal or human specimens, to or from your project site? If yes, please contact EHS at 258-5294 for assistance.

Yes

No

Will your project work involve use of hazardous chemicals, radioactive materials, microorganisms or viruses that can cause human infections, human or non-human primate

body fluids or animals/animal tissues known to be reservoirs of zoonotic disease? If yes, please contact EHS at 258-5294 for assistance.

Yes  
No

Will you be working in extreme environments (high altitudes, mines/caves, underwater, etc.), extreme weather areas, under high physical stress, or working with heavy machinery? If yes, please contact EHS at 258-5294 for assistance.

Yes  
No

## Project Statement

Beginning with a brief summary (no more than 250 words) of your project, this statement should describe your proposed project, the research methods employed (if applicable), and the work accomplished to date. It should include an explanation of why travel, if appropriate, is essential to your project; a precise description of how the funds will be used; a list of documents, archives or libraries to be used; and a brief bibliography.

Project Statement

## Planned Itinerary

Please detail your itinerary as appropriate, including all arrangements that have been made in preparation of your project. If traveling, information should include where you are going, what you plan to do, and whom you will see at the site. If conducting research, indicate whether you have contacted the appropriate person at the research location for the necessary documents or archives. If utilizing human subjects or conducting experiments, outline your specific plans.

Planned Itinerary

## Qualifications

When providing your qualifications, include languages, quantitative skills, course work or other training or skills which have prepared you for this project.

Qualifications

**Note: These Terms and Conditions statements are generated by the student's response to questions above. Students will only see the IRB statement if they have indicated that they will be working with human subjects, for example.**

## TERMS AND CONDITIONS

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**PLEASE BE AWARE THAT THERE MAY BE REQUIREMENTS THAT YOU NEED TO FULFILL IN ORDER TO RECEIVE THE AWARDED FUNDS.**

## University-Sponsored Travel Request

You have indicated that your activity will involve overnight travel outside of the metropolitan New York City and Philadelphia corridor. In order to receive funding or other support from the University, you must submit a Travel Request in Concur and receive approval within one month of receiving notification of your award but no later than one week prior to departure.

You are advised to submit a travel request immediately, upon submission of this application. Funding cannot be released from any on-campus funding source until your trip has been registered and approved in Concur.

For full instructions, please see the [Princeton Travel and Expense website](#) and review the appropriate Travel Checklist for the terms and conditions that you must certify.

By providing your initials in the box below, you are indicating that you have read, understood, and will comply with the travel requirements outlined above while traveling on a University-sponsored trip.

Initial Here

## Institutional Review Board

You have indicated that your activity involves or is likely to involve human subjects research. You may require approval from the [Institutional Review Board \(IRB\) for Human Subjects](#) prior to receiving funding and conducting your research. Please note that approval can take up to 2 months if revisions are required, so you should begin the IRB process immediately. You must acquire IRB approval within two months of receiving notification of your award **but no later than one week prior to the start of your research**. Your IRB approval letter must be uploaded to your SAFE application before any funds can be distributed in support of your activity.

*In addition, you must complete the Human Subject Matter Research training available through CITI.*

By providing your initials in the box below, you are indicating that you have read, understood, and will comply with the requirements outlined for research involving human subjects.

Initial Here

## Institutional Animal Care and Use Committee Approval (IACUC)

You have indicated that your activity involves or is likely to involve the use of vertebrate animals in research. You may require approval from the [Institutional Animal Care and Use Committee \(IACUC\)](#) prior to receiving funding and conducting your research. Please note that approval can take up to 2 months if revisions are required, so you should begin the IACUC process immediately. You must acquire IACUC approval within two months of receiving notification of your award **but no later than one week prior to the start of your research**. Your IACUC approval letter must be uploaded to your SAFE application before any funds can be distributed in support of your activity.

In addition, students who are conducting vertebrate animal research that requires approval from the IACUC must make an appointment with Employee Health at least four weeks in advance of travel for an animal worker health clearance. In addition to the health clearance, you must also complete animal worker health and safety training. Your IACUC protocol cannot be approved until Employee Health has issued the appropriate health clearance.

Also, you must complete *Animal User Training* available through the AALAS Learning Library

By providing your initials in the box below, you are indicating that you have read, understood, and will comply with the requirements outlined for research involving vertebrate animal subjects.

Initial Here

## Research or Independent Work

You have indicated that you will be conducting research or independent work. If you will be conducting field research and your work involves any of the following, you must consult with [Environmental Health and Safety](#) prior to the initiation of your project to ensure that you have completed the required training:

- confined space
- excavation
- heavy equipment
- elevated surfaces
- welding and cutting
- radiation
- lasers
- infectious agents
- human blood and body fluids
- chemicals and other hazardous materials

By providing your initials in the box below, you are indicating that you have read, understood, and will comply with the requirements outlined above.

Initial Here

## Disclosure Consent

I hereby acknowledge that the information and documents submitted with my SAFE application, including but not limited to my resume and personal statements and other personal information, as well as other information from relevant University offices such as the Office of the Dean of Undergraduate Students or residential colleges, will be made available to University reviewers, to fulfill their professional responsibilities. Furthermore, I consent to the release/disclosure of the application and included information to external reviewers as appropriate. I understand that my official transcript will not be released or disclosed to any external parties.

By providing your initials below, you are acknowledging your consent

Initial Here

## Financial and Tax Information

- Please consult the Treasurer's Office website for information regarding potential [tax implications](#) related to your financial award(s).
- Be advised that the transfer of funds can take up to four weeks from the time you have completed the appropriate requirements; therefore, if you have not already done so, you are advised to establish a [direct deposit arrangement](#) with the University immediately upon submitting this application or as soon as you are notified of your award. Funds will be transferred to the account that you have indicated to the University. If you do not have direct deposit, you will need to receive your funds in the form of a check that will be available for pick-up at the [Financial Service Center](#), 7th Floor New South. Some individual funders may request that you pick up your check directly from the funding office. In either case, please cash or deposit these checks promptly, as they expire within 90 days.
- Be advised that the timing of your activity may not allow for you to be in receipt of your funding prior to embarking. So long as all requirements are met at least one week in advance of the start of your activity, you can count on being reimbursed for funds that you may have to personally lay out in advance, for preapproved expenses. If

your circumstances are such that this delay may present special difficulties for you, you should contact your funder(s) directly.

By providing your initials in the box below, you are indicating that you have read and understood the statements above.

Initial Here

### Award Compliance

I understand that upon my acceptance of any financial award, I am to withdraw my applications to any other opportunity that would impede my ability to fully commit to the activity as described in my SAFE application. Failure to comply may have disciplinary consequences.

I have read the requirements of the specific funding offices to which I am applying, and I understand that each program has different requirements and funding arrangements. In all cases, I affirm that the information I have presented in this application is accurate and true and that I have every intention of completing the activity as described in this application or returning any funding awards received, as required.

By providing your initials in the box below, you are indicating that you have read, understood, and agree to the statements above.

Initial Here

### Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state and local laws, Princeton University does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, disability, or veteran status in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. The Vice Provost for Institutional Equity and Diversity is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of Princeton's equal opportunity or affirmative action programs should be directed to the Office of the Vice Provost for Institutional Equity and Diversity, Princeton University, 205 Nassau Hall, Princeton NJ 08544 or (609) 258-6110.

**Note: All questions listed below are not seen by applicants.**

## RECOMMENDER EVALUATION QUESTIONS

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### Recommendation by John Faculty

Are you familiar with this student's proposed project and do you believe it is relevant to the student's academic program?

Will the student be able to contact you for advice during the period of their special project/independent work?

If the project or independent work is research-based, has the student formulated a satisfactory hypothesis and a research plan to evaluate it?

If relevant, Is the student familiar with the relevant literature?

Is field work or other travel instrumental or essential to the overall project?

If applicable, does the student have specific persons to contact at the site?

If applicable, has the student surveyed the availability of local resources at the site?

To the extent you are familiar with the student's work, please assess whether or not you think the student is academically prepared and qualified to carry out this project. A short description of your advising history with this student would be valuable.

Please assess whether this student is capable of carrying out the project as proposed and in the time allocated.

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## ADDITIONAL REQUIREMENTS AND INSTRUCTIONS

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**1. Sample Funding Opportunity for Independent Projects**

Applicants must have a faculty letter of recommendation. Students receiving funds must, at the conclusion of their projects, submit a brief summary of their work.

[Click here for additional instructions](#)



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