**Clemmer College IRAC Fund Request for Research Activity**

**A. Cover Sheet**

a. Title of project

b. Name of the faculty:

c. Faculty's ETSU ID number:

d. Department of the faculty member:

e. Conference/Event to be attended, and the dates (if applicable)

f. Contact information for the faculty member

g. Any other pertinent information

h. Return on the Investment projections for this funding

i. Faculty signature:

j. Chair signature:

**B. Copy of the Meeting/Event Announcement (if applicable)**

**C. Copy of the abstract or description for the performance/competition (if applicable)**

**D. Letter of acceptance of presentation: An official verification from a conference/event organizer is required. This could be a letter or an email. (if applicable)**

**E. Statement of supplemental funds: If the faculty will also be receiving funds from his/her Department and/or other source, a statement to this effect is needed from the Department Chair. If funds are to be provided by some other unit, a statement from that unit’s representative will be needed/**

**F. Itemized Budget: The specific costs to be covered by the IRAC Fund Request need to be identified. This could be in the form of a spreadsheet, table, or simple listing. Include any other sources of funding in the budget.**