

**Clemson University Rutland Institute for Ethics  
Graduate Student Advancement of & Commitment to Ethics (ACE) Research Award  
Application**

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Clemson Email Address: \_\_\_\_\_  
Clemson XID#: \_\_\_\_\_  
Degree Program: \_\_\_\_\_  
College: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date first enrolled as a graduate student at Clemson University (mm/yyyy): \_\_\_\_\_  
Anticipated graduation date (mm/yyyy): \_\_\_\_\_

***Please attach the following items to this form as a single pdf document (please make certain your name appears on each page of the application materials requested below):***

**Cover Page:** Include your name, your degree program, and the title of your research project.

**Project Overview:** Provide a brief (approximately 200 words) *lay description* of your study topic.

**Project Narrative:** Write a project narrative that includes an overview of your project objectives, study/project rationale, and methodology (1-2 pages, single spaced, 12" font). Technical and supplemental appendices (e.g., tables, figures) should be used sparingly but do not count toward the page limit.

**Alignment of Project to the Rutland Institute for Ethics Mission and Vision:** Please provide a statement (approximately 250 words) of how your project aligns to the mission and vision of Rutland Institute for Ethics. Include a description of how your scholarship promotes or fosters awareness, reflection, discussion, and/or action focused on ethical decision-making or ethical leadership, within the academic setting or beyond.

**Knowledge of and Prior Involvement with the Rutland Institute for Ethics:** Please describe your past and/or present involvement with the Rutland Institute for Ethics and your knowledge of the Institute.

**Action Plan and Timeline for Completion:** Please provide an overview of your action plan to complete your project and a timeline for project completion.

**Detailed Budget and Budget Justification:** Please append a detailed budget and budget justification for each expense to be supported by the award, up to \$2,000. The justification should include dollar totals, should be reasonable, and should explain how you will use the resources you need to complete your project. If support for travel is requested, please provide a detailed explanation of how travel will support your project or promote dissemination. Expenditures and travel are subject to university restrictions and/or policy.

**IRB Approval:** If applicable, include IRB approval or a statement detailing when IRB materials will be submitted. (Award funds may not be disbursed until confirmation of IRB approval).

**Curriculum Vitae:** Please attach a PDF copy of your current curriculum vitae (10 page maximum).

**Faculty Advisor Support Letter:** Please attach a copy of a letter of support from your program faculty advisor.

## **Additional Information**

### **Deliverables and Reporting**

If an awardee is unable to complete a proposed study, the awardee must notify the awards committee by email (copying their faculty advisor) in order to enable the committee to consider reallocating funds. A project report must be submitted within 30 days of the end of the project. Instructions for reporting will be sent to awardees. Should funding result in presentation(s) or publication(s), awardees must acknowledge the impact of the funding. For example, a statement of acknowledgement should be included, such as "This project was funded in part by Clemson University's Rutland Institute for Ethics."

**Ethical Research Guidelines**

Any research project requiring IRB review must receive approval from the Clemson IRB. All study procedures (e.g., methods, confidentiality, data collection and storage) must adhere to the University's IRB regulations. If the project has already received IRB approval prior to the completion of the application, the IRB approval letter should be submitted with the application. If the project has yet to receive IRB approval, then the approval must be submitted to award committee prior to accessing funds.