| **NAME AND TITLE** | [List name of organization if applicable] |
| --- | --- |
| **ADDRESS** |  |
| **PHONE** |  |
| **EMAIL** |  |
| **TAX ID NUMBER** | [If applicable] |
| **RESEARCH SUMMARY** | [Summarize the objective and provide background information.] |
| **OBJECTIVES, EXPECTED OUTCOME & BENEFITS** | [Explain the key items that need to be accomplished for the research to be successful and result in information and/or procedures that can be put into practice. Explain how this research will benefit the industry.] |
| **RESEARCH PLAN** | [Describe how the objective will be achieved through a complete and detailed plan.]   * Include literature where applicable and the other tasks to be performed * Include a detailed research approach/effort, and anticipated results. * Include the applicant’s current understanding of the problem. * List test references if applicable. |
| **AMOUNT REQUESTED** | [What amount are you requesting for this grant?] |
| **SPONSORSHIP** | [Will a sponsorship be required and if so have you obtained a sponsorship or will you need assistance?] |
| **PROJECT SCHEDULE** | [Provide the research study duration based on the proposed tasks.]   * Create a detailed and realistic schedule with milestones, these will be communicated to CETA. * Typically, projects should be completed within 12 months. * Include the time needed to prepare the final presentation. * Consider potential problems/ delays. * Complete the project schedule chart in appendix A. |
| **EQUIPMENT & FACILITIES** | [Include a brief description of the facilities or equipment available or required to undertake the research.]   * Provide a list of the equipment and facilities required for the project. * Identify items from the above list that are not currently available to you. Explain how you will obtain the missing equipment (sponsorship, borrow, lease, etc.). Include documentation from sponsor/ lease agreements. * Provide a list of supplies needed for the project. |
| **SUMMARIZED BUDGET** | [Include the detailed summarized project costs by task. The budget must specify all potential fees and costs related to the project.]   * In general, labor (salaries) cannot be included in the grant * CETA has the right to refuse or make alternate suggestions for items listed on the budget. |
| **RESEARCH TEAM** | [Include an introduction (bio) of each member of the research team, explain their role on the project, and how their experience will benefit the research.] |
| **PRESENTATION OF FINAL RESULTS** | [Explain what the final presentation will look like, what will the final product will be for consideration as a CETA series, Performance Review article and/or annual conference presentation] |

Ensure supporting documents are submitted along with the application:

* Letter of endorsement (if applicable)
* IRS Form W-9 “Request for Taxpayer Identification Number and Certification”
* Signed Conflict of interest statement
* Signed Assumption of Risk
* Signed CETA Research Grant Release

**Appendix A - Project Schedule**

Add rows and tasks as needed. Check in meetings should be scheduled at times that are appropriate to the project, in between any specific tasks.

| **Task** | Estimated Start Date | Expected Duration |
| --- | --- | --- |
| Kick-Off Meeting |  |  |
| Task 1 – Collecting equipment and resources |  |  |
| Task 2 – [be specific] |  |  |
| Task 3 – [be specific] |  |  |
| Task 4 – [be specific] |  |  |
| Task 5 – [be specific] |  |  |
| Task 6 – [be specific] |  |  |
| Task 7 – [be specific] |  |  |
| Task 8 – [be specific] |  |  |
| Check in meetings with CETA |  |  |
| Draft Final Report submission |  |  |
| Draft report review and comments from CETA |  |  |
| Final Report Presentation |  |  |

**ASSUMPTION OF RISK**

CETA is an organization exempt from federal income tax under Internal Revenue Code Section 501(c)(6). CETA’s purposes include, but are not limited to, helping to encourage its members to further industry knowledge by providing a financial means for individuals or businesses to test a concept, technology or procedure to better the industry as a whole.

One way that these purposes are carried out is through the making of Grants in support of industry research. To optimize the impact of its grantmaking, CETA relies extensively on the voluntary efforts in various capacities of persons with applicable knowledge and expertise (“**Volunteers**”), as determined by the CETA, who are not employed by the CETA. Volunteers are engaged in all levels of CETA’s efforts, including on the CETA Grant Committee (“**CGC**”) (which reviews and recommends applications and proposals) and the Board of Directors (the “**BoD**”), which has ultimate authority over CETA’s research and grant-making activities, and which includes members of CETA’s BoD.

Throughout all stages of CETA’s grantmaking activities, CETA receives written (in paper or electronic format) and verbal information from applicants and Grantees (the “**Information**”) for use in such activities. CETA is committed to the use and disclosure of the Information only in furtherance of its purposes, and toward that end uses various means, including non-disclosure agreements (executed by CETA Grant Committee members). In addition, CETA’s directors and officers are subject to fiduciary duties, including a duty of confidentiality. Forms of the non-disclosure agreements used for these purposes are available on CETA’s website. These may be amended from time to time without notice. Applicants are encouraged to review the forms of non-disclosure agreements and to familiarize themselves with the CETA’s policies and procedures for handling Information.

**Notwithstanding the foregoing, CETA cannot, and does not, guarantee that any Information will not be disclosed by its Volunteers or otherwise used for other than CETA’s purposes.** By submitting an application for a grant from CETA, the undersigned, a person authorized to execute agreements on behalf of applicant/Grantee identified below, acknowledges and agrees that such applicant/Grantee assumes any and all risks associated with the disclosure of the applicant/Grantee’s Information, or the use of such Information, for other than CETA’s purposes, and shall indemnify, defend and hold harmless CETA, its employees, agents, officers, directors and Volunteers (each an “**Indemnitee**”) from any and all claims, liabilities, judgments, causes of action, damages, costs, and expenses (including reasonable attorneys' and experts' fees), caused by or arising in connection with such risks without limitation (the “**Indemnified Costs**”), except, with respect to any Indemnitee, for those Indemnified Costs arising from the willful misconduct of that Indemnitee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant/Grantee Name

**CETA RESEARCH GRANT RELEASE**

\_\_\_\_\_\_\_\_\_\_\_\_ (“**Employer**”) acknowledges that if \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “**Applicant**”) is selected to receive a grant (the “**Grant**”), Controlled Environment Testing Association (“**CETA**”) is awarding this Grant contingent upon the following:

CETA is an organization exempt from federal income tax under Internal Revenue Code Section 501(c)(6). CETA’s purposes include, but are not limited to, helping to encourage its members to further industry knowledge by providing a financial means for individuals or businesses to test a concept, technology or procedure to better the industry as a whole.

One way that these purposes are carried out is through the making of Grants in support of industry research. To optimize the impact of their research and strength of their grant applications, applicants may seek the use of equipment and/or facilities of their employers. CETA values Employer’s commitment to promoting and expanding industry knowledge through such research projects, though it also acknowledges that once Grant funds are awarded, CETA would have no oversight over or involvement in the grantee’s research. Accordingly, in order to ensure that the research grant program may continue to be available in future years, CETA requests that all employers allowing grantees to use their equipment and/or facilities to carry out such research projects funded by CETA Grants execute this CETA Research Grant Release (the “**Release**”) as a condition to grantee’s use of its employer’s equipment and/or facilities to carry out their research projects.

To the fullest extent permitted by law, Employer hereby agrees to release, indemnify and hold harmless CETA and its directors, officers, employees, agents, contractors, representatives, successors and assigns from any and all claims Employer may have in the future related to Applicant’s use of Employer’s equipment and/or facilities for the research project funded by CETA, and to waive all such claims and agree not to sue CETA or its directors, officers, employees, agents, contractors, representatives, successors and/or assigns for any such claims, arising out of such research activities or connected therewith in any way, without limitation, including but not limited to claims arising out of the negligent acts or omissions of any or all of the foregoing persons/entities or others.

[EMPLOYER]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

[Name, Title] [Date]