

**Cleveland State University  
Center for Human-Machine Systems  
Application for Pilot Funding**

**General Guidelines:**

1. Funding limited to one calendar year with a budget limited by available funds (confer with CHMS directors for current funding level).
2. Allowable expenses:
  - a) PI course release, used for preliminary research and proposal writing.
  - b) Graduate student stipends. Undergraduate students may be employed on an hourly basis. Submit justification.
  - c) Equipment purchase/fabrication.
  - d) Books, supplies and dissemination costs.
  - e) Travel expenses allowed only if related to the pilot study (meetings with projected co-PIs or to laboratories where experimental aspects of the study are conducted). The center also provides funding for travel to grant writing seminars and aspiring PI workshops hosted by funding agencies, but as part of a separate program (see CHMS travel form).
3. The requester must submit an external proposal for funding within 6 months of completing the pilot project. The external proposal must include the current indirect cost rate and must not have cost share from CSU.

**Application:**

Please submit this form and the documents indicated below to the directors: Eric Schearer (e.schearer@csuohio.edu) and Jason Halloran (j.halloran64@csuohio.edu)

**Attachments:**

1. Project abstract and narrative in one document of up to 5 pages, not including references. The narrative must include the technical aspects of the project and a separate section on plans to seek external funding. Special justification must be provided to employ undergraduate students and to request travel funds to meet with potential co-PIs, manage experiments conducted away from CSU, or visit facilities of interest.
2. Budget and budget justification.
3. Letters of collaboration, if applicable.

Timeline: The center directors aided by cognizant member(s) will review applications continuously and will make a funding decision within three weeks. A review summary will be provided, along with suggestions for improvement of declined applications.