

Carnegie Mellon University

Student Project Display Application User Quick Reference

Owner:	Student Leadership and Civic Engagement (SLICE)
Updated:	7/28/23
Version:	Initial

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USERGUIDE CONTENT

This Student Project Display Application user guide provides direction regarding the completion of the application.

To access the Student Project Display web page select the following link:

<https://www.cmu.edu/ehs/Workplace-Construction/student-project-display-process.html>

On the web page, the application can be accessed by selecting the following link:

<https://cmlink.me/2c1/s81524>

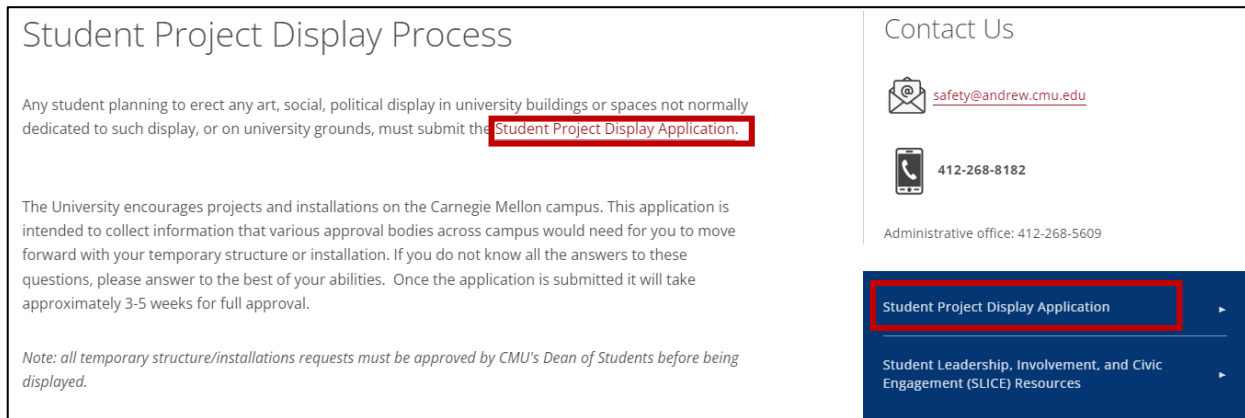


Figure 1 EHS Web Page: Student Project Display Process

COMPLETING THE STUDENT PROJECT DISPLAY APPLICATION:

Select either of the links noted above to access the Student Project Display Application:

<https://cmlink.me/2c1/s81524>

The web login screen for TartanConnect will appear:

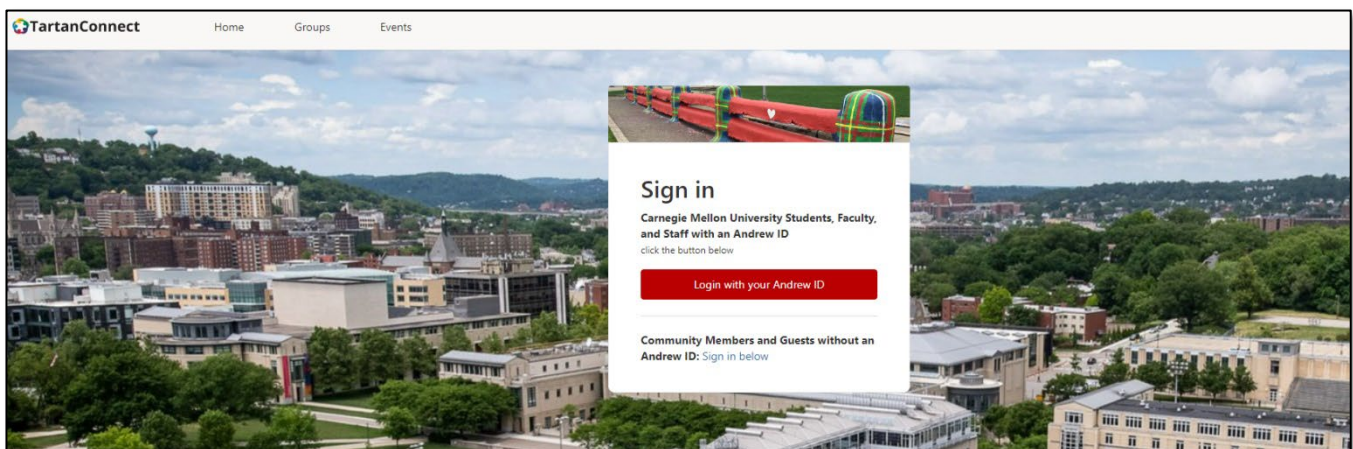


Figure 2 TartanConnect Login Screen

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After logging in, you will be directed to the Student Project Display Application. The beginning of the application describes the purpose and the steps included in the review process. At the bottom of the application, the requester can save as a draft at any point during the process.

Temporary Structures & Installations Application Save As PDF

This form is intended to collect information that the various approval bodies across campus would need in order for you to move forward with your temporary structure or installation. If you do not know all the answers to these questions, please answer to the best of your abilities.

Application

Timeline: 3-5 Weeks from submission to full approval
Note: all temporary structure/installations requests must be approved by CMU's Dean of Students before being displayed.

Temporary Structures & Installations Application Review Process:

Step 1: You will receive a tentative hold from the SLICE Office after submitting this application. The SLICE Office will review your application and provide feedback via TartanConnect's Chat function.

Step 2: After the SLICE Office has approved your application, it will move into the Campus Partners Approval Stage. [Environmental Health & Safety \(EHS\)](#) and [Facilities Management Services \(FMS\)](#) serve as consistent points-of-contact for these approvals. Other potential campus partners may include Insurance Services & the CMU Police Department for review & approvals. Campus partners will communicate via TartanConnect's Chat function.

Step 3: The final approval from this process will come through CMU's Dean of Students.

Step 4: Once the Dean of Students has given final approval for a project, all approvers & the submitter will receive a notification that the project has been fully approved & ready for display.

Figure 3 Application Information

Attribution Statement *

This will need to be printed out & properly displayed alongside your project. This will need to include the art 3-5 sentences providing context about your project. This statement will need to be properly-protected from must stay adjacent to the project.

Thank you for your application! Please [Meet with a SLICE Staff Member](#) if you have any questions about the process.

Save As Draft

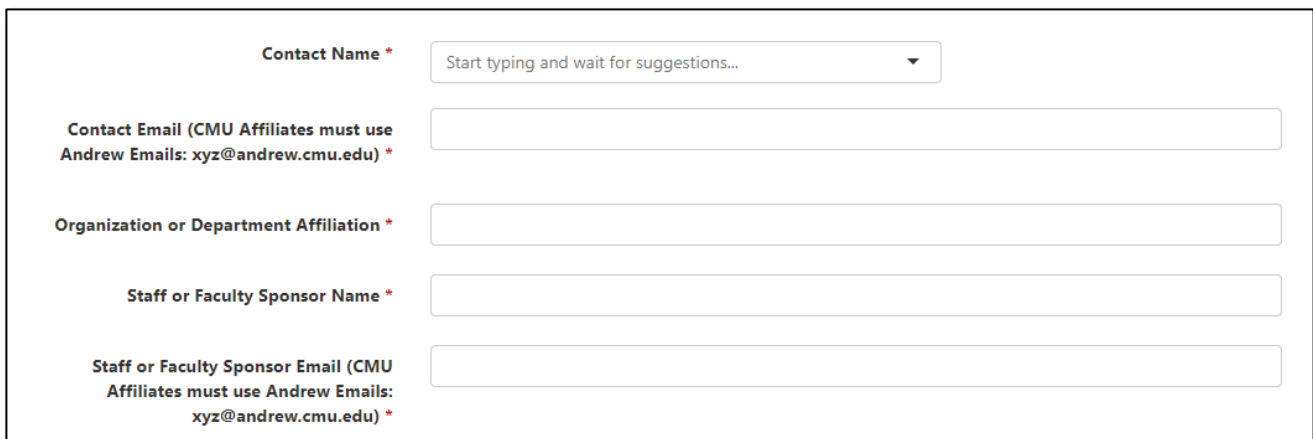
Figure 4 Save Draft Option

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Once through the introduction, the various application fields can be found. The fields noted with a red * indicate required fields.

The first part of the application gathers details on the applicant:

- Contact Name and Email
- Organization or Department Affiliation
- Staff or Faculty Sponsor Name and Email



The screenshot shows a form titled "Applicant's Information" with the following fields:

- Contact Name ***: A dropdown menu with the placeholder text "Start typing and wait for suggestions..."
- Contact Email (CMU Affiliates must use Andrew Emails: xyz@andrew.cmu.edu) ***: A text input field.
- Organization or Department Affiliation ***: A text input field.
- Staff or Faculty Sponsor Name ***: A text input field.
- Staff or Faculty Sponsor Email (CMU Affiliates must use Andrew Emails: xyz@andrew.cmu.edu) ***: A text input field.

Figure 5 Applicant's Information

The second portion of the application requests information regarding the project that will be displayed, which includes:

- Project Name
- Description of Project



The screenshot shows a form titled "Project Details" with the following fields:

- Project Name ***: A text input field.
- Description of Project ***: A text area with a small icon in the bottom right corner.

Figure 6 Project Details

The third part of the application requests information regarding the display location and reservations:

- Project Display Location
 - Location Reservation Status
 - Location has been reserved.
 - Location reservation is pending. Please write why it is not confirmed below.
 - Location has not been reserved. Please write why it is not reserved below.
- Comments
- Reserved by, Name and Email

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Project Display Location *	<input type="text"/>
Location Reservation Status *	<input type="radio"/> Location has been reserved. <input type="radio"/> Location reservation is pending. Please write why it is not confirmed below. <input type="radio"/> Location has not been reserved. Please write why it is not reserved below.
Comments:	<input type="text"/>
Reserved by [Name, Andrew Email]: (Leave blank if you also were the contact for reserving the space).	<input type="text"/>

Figure 7 Project Display Information

The next section documents the dates the display will be installed or in place and then removed:

- Project Display Start Date
- Project Display End Date
- Project Display Set-Up Date (if different than start date)
- Project Display Tear Down Date (if different than end date)
- Describe how your project will be affixed to the surface(s)

Project Display Start Date *	<input type="text"/>	Applicants are responsible for installing and removing all projects and displays in accordance with the times noted on their application.
Project Display End Date *	<input type="text"/>	We ask students and applicants to be considerate of the grounds and areas adjacent to the installation, and to return the site to its original condition upon completion. Student accounts will be charged if the university must repair any damages or remove material.
Project Display Set-Up Date (if different than Start Date)	<input type="text"/>	
Project Display Tear Down Date (if different than End Date)	<input type="text"/>	
Describe how your project will be affixed to the surface(s)	<input type="text"/>	

Figure 8 Project Display Timeline

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Next, the applicant needs to document the materials used. Note, all combustible materials must be treated with a flame retardant approved by Environmental Health and Safety. The applicant must furnish and remove all materials used in the exhibit. The information requested includes:

- Materials Used
- Hazardous Materials (enter N/A if none)
- Overall Dimensions of Project
- Any Additional Details

All combustible materials must be treated with a flame retardant approved by Environmental Health & Safety. The student(s) must furnish and remove all materials used in the exhibit.

Materials Used *	<input type="text"/>
Hazardous Materials (enter "NA" if none) *	<input type="text"/>
Overall Dimensions of Project *	<input type="text"/>
Additional Details?	<input type="text"/>

Figure 9 Materials Used in Project

For both interior and exterior installations, include appropriate location on a floor plan or map and detailed drawings of the project. Drawings should be to scale and maps can be located at:

<http://www.cmu.edu/about/visit/campus-map.shtml>

Please upload a true-to-scale rendering of your project. *	<input type="button" value="Upload file"/>
For both interior and exterior installations, include appropriate location on a floor plan or map and detailed drawings of the project.	
Drawings should be to scale and maps can be located at: http://www.cmu.edu/about/visit/campus-map.shtml	

Figure 10 Project Rendering

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Finally, the applicant is required to document the attributes of the project. This portion of the application will need to be printed out and displayed alongside the project. Attributes should include the artist's name, email and 3-5 sentences providing context about the project.

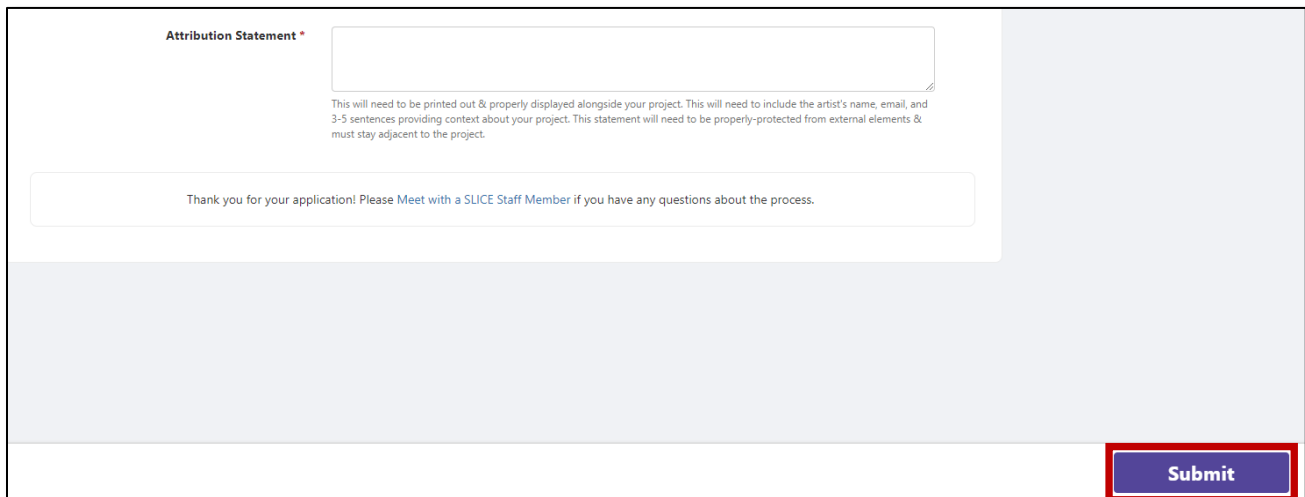


Attribution Statement *

This will need to be printed out & properly displayed alongside your project. This will need to include the artist's name, email, and 3-5 sentences providing context about your project. This statement will need to be properly-protected from external elements & must stay adjacent to the project.

Figure 11 Attributes

Once the application has been completed, click the submit button. The completed application will be emailed to SLICE for review and initiation of the approval process.



Attribution Statement *

This will need to be printed out & properly displayed alongside your project. This will need to include the artist's name, email, and 3-5 sentences providing context about your project. This statement will need to be properly-protected from external elements & must stay adjacent to the project.

Thank you for your application! Please Meet with a SLICE Staff Member if you have any questions about the process.

Submit

Figure 12 Application Submission Button

For questions or assistance with the application process, email slice@andrew.cmu.edu.