

Graduate Student Research & Creative Endeavors Grant 2020-2021

The Office of Research & Graduate Studies (ORGS) invites graduate students to apply for the Graduate Student Research & Creative Endeavors Grant. This grant provides up to \$800 to offset costs associated with a student's research or creative project. Grant applications are reviewed twice each year. A student may receive this award only once per academic year. Preference is given to students who have not been previously funded under this grant program.

Deadlines and Submission Directions

- Fall semester – 2nd Wednesday in October (due by 5pm EST)
- Spring semester – 2nd Wednesday in February (due by 5pm EST)
- Scan your entire, completed application packet and attach as a PDF to an email to ORGS at cgsforms@cmich.edu. Hard copies are no longer accepted and will not be retained.
- Email subject line should be: LAST NAME-RG-Submission cycle. Example: BEERY-RG-Fall2019

Application Guidelines:

- Applicants must be graduate students currently enrolled at CMU, full or part-time in a graduate program.
- A faculty member or thesis chair must supervise the research or creative endeavor being conducted.
- Projects involving human subjects, vertebrate animals, or recombinant DNA require approval or determination by the relevant University review body and the applicant must be included on the protocol. **A copy of the review board letter/memo must be attached to the grant submission.** Contact the Office of Research Compliance for information on how to obtain approval.
- Submit to the Office of Research & Graduate Studies one completed application and the project proposal.
- Recipients are required to present at the Student Research & Creative Endeavors Exhibition (SRCEE) the Spring semester after the award. Recipients are not automatically entered into SRCEE; it is the responsibility of the student to apply for the exhibition. Check the ORGS website in January for the application.

Grant Funding Guidelines:

1. Eligible Expenses: questionnaire printing, postage, copying costs, chemicals, supplies, project-related travel
Ineligible Expenses: meals, wages for the applicant, donations for participation, travel to present project results, promotion/advertising, thesis/dissertation typing, copying or binding expenses
2. Funding for this student grant award will be transferred to the 4-account of the student's department. The department will then determine whether charges can be made directly to the 4-account or if the student must incur expenses personally and be reimbursed by the department.
3. Monies must be expended within one year of being awarded and prior to the student's completion of graduate work at CMU.
4. Students may be taxed on their reimbursement, especially travel reimbursement. Please contact Payroll (Warriner 204, 774-3481) with any tax questions. If you are a non-resident alien there may be treaty benefits available. Contact Payroll to complete the necessary paperwork.
5. If a faculty member has an internal or external grant that provides funding for a student's expenses (travel, supplies, etc.), this grant cannot be used to "reimburse" the faculty member's internal or external grant for these expenses.

Choose the appropriate set of guidelines below for your project. The proposal should reflect the student's original work as an individual. Organize your proposal using the subheadings below so the committee can easily follow the proposal. Remember that committee members are from diverse disciplines, so projects should be understandable to a general audience. **Avoid technical language.** Include at least the information below and limit your proposal to no more than **10 double-spaced** pages (no less than 12 point font), including tables/figures, references, and budget. Proposals not adhering to the formatting requirements will not be reviewed by the committee.

Research Project Description

- **Project Title.**
- **Research Problem.** State your research problem. Explain the significance/importance of your project including a brief summary of any literature you may have read on the topic.
- **Project Design.** Describe the overall design of your project. What are you going to do? How and where will you do it? Who will be involved? Explain how you will analyze your data.
- **Expected Outcomes.** Describe the expected outcomes of the project. What do you hope to achieve and what do you hope to do with the results of the project (e.g., publication, exhibition, presentation)?
- **Budget.** Although the maximum grant is limited to \$800, each application must include an itemized list of the COMPLETE funding necessary to complete the project. Attach a brief budget justification explaining each item in your budget, and indicate any budget items supported from another source (e.g., your college, department, or personal funds).

Creative Endeavor Project Description

- **Project Title.**
- **Project Summary.** Summarize your project. What do you propose to do?
- **Background Information.** Describe where you got your ideas. Briefly describe, citing appropriate sources you may have read, a) the major contributions to the tradition, and b) the relationship of your work to the tradition.
- **Social, Cultural, Philosophical Issues.** What, if any, underlying social, cultural or philosophical issues will the work express?
- **Expected Outcomes.** What do you hope to learn about the process, medium or ideas, and how do you expect to share your results (e.g. publication, exhibition, performance)?
- **Budget.** Although the maximum grant is limited to \$800, each application must include an itemized list of the complete funding necessary to complete the project. Attach a brief budget justification explaining each item in your budget, and indicate if any budget items will be supported from another source (e.g., your college, department, or personal funds).

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Proposals must be reviewed and signed by the faculty advisor/thesis chair as well as the department chair prior to submission. By signing below the student and advisor/thesis chair agree they have read and accepted the guidelines outlined within the application.

ACADEMIC HONESTY STATEMENT

As a student of Central Michigan University, you are participating in a community of scholarship based on the values of honesty, respect, fairness, and responsibility. You are expected to adhere to the CMU policies on academic integrity stipulated in the CMU Bulletin. In all of your academic work, you must adhere to the highest standards of integrity. You will not cheat, plagiarize, or receive inappropriate assistance in completion of this grant application and proposal or your project. Being awarded a grant from CMU is a privilege, and failure to adhere to standards of academic integrity may result in forfeiture of grant funding.

Applicant: _____ Student ID#: _____

Contact Information: _____ Anticipated graduation date: _____
Email Phone Month/Year

Department: _____ Degree level: Master's Specialist's Doctoral

Project Title: _____

Total Cost to Complete the Project \$ _____ Total Funding Requested (not to exceed \$800) \$ _____

Research involving the groups listed below requires the appropriate committee approval or determination.

Research did not involve human subjects, animals, or recombinant DNA

Human Subjects

Yes (attach IRB approval)

Animals

Yes (attach IACUC approval)

Recombinant DNA

Yes (attach IBC approval)

Applicant: _____
Signature Print Name Date

I have read the proposal and agree to support/mentor this student throughout the research/creative process.

Faculty Advisor or Thesis/Dissertation Chair:

Signature Print Name Date

Advisor Comments:

(Required: detail how this project will benefit CMU, specifically regarding presentation(s) and/or publication(s))

Department Chair: _____
Signature Print Name Date

Department Chair Comments:

Departmental Funds committed to this project: \$ _____ Dept Cost Center (4-account): _____
Any funding award will be transferred to this account

(11/20)