

2023-2024 Student Endeavors Grant Guidelines

Maximum Grant Amount:

Undergraduate: \$500

Graduate: \$800

Students may receive the award only once per academic year. Preference is given to students who have not been previously funded under this grant program.

Application Requirements

Semester Deadlines:

Fall: October 16, 2023

Spring: February 19, 2024

Authorship:

Applicant must be a student currently enrolled at CMU. Groups of students can apply for this grant and should identify one student as the primary applicant and point of contact for the group. The proposal should reflect original work by the student(s).

University Review Board Approval Evidence*:

Applicants with a project involving any of the following groups must provide the approval or determination of exemption email from the appropriate committee. A project that is pending with any of these approval boards is not eligible for funding.

- Institutional Review Board (IRB): Research involving humans
- Institutional Animal Care & Use Committee (IACUC): Research involving non-human vertebrate animals, cuttlefish, squid, octopi, or modification of habitat to evaluate the impact to these groups
- Institutional Biosafety Committee (IBC): Research involving recombinant DNA

*Graduate students must also be in a program that requires a thesis/dissertation and have an approved prospectus.

Proposal Structure:

Organize your proposal using the section headings below so the committee can easily follow the proposal. Remember that committee members are from diverse disciplines, so projects should avoid technical language and be understandable to a general audience. A proposal should be no more than 10 double-spaced pages (no less than 12-point font) not including the bibliography.

Project-Specific Sections:

Research Project

- **Research Problem:** State your research problem. Explain the significance/importance of your project including a 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.
- **Approved Prospectus:** Graduate student applicants must confirm that they have an approved prospectus for their research.

Creative Project

- **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?

Additional Sections for all Projects:

- **Budget:** Although the maximum grant is limited to \$500 (undergraduate) or \$800 (graduate), each application must include an itemized list of the COMPLETE funding necessary to complete the project including any budget items supported from another source (e.g., your college, department, grants, personal funds, etc).

Item & Justification	Funding Source	Cost
TOTAL		

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- **Budget Justification:** Describe why each budget item is essential for completing your project. Eligible expenses: questionnaire printing, postage, copying costs, supplies (e.g., chemicals, fabric, framing), equipment or instruments, or project-related travel. Ineligible expenses: meals, wages for the applicant, donations for participation, travel to present project results (there is a PECP grant available for this), thesis/dissertation typing, copying, or binding expenses.
- **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, performance, competition)?

Faculty Supervisor & Department Chair Approval:

Applications must have a faculty supervisor or thesis/dissertation chair signature and signature from the department chair or program director.

Academic Honesty:

As a student at Central Michigan University, applicants are participating in a community of scholarship based on the values of honesty, respect, fairness, and responsibility. Applicants are expected to adhere to the CMU policies on academic integrity stipulated in the CMU Bulletin. In all academic work, applicants must adhere to the highest standards of integrity. Applicants must not cheat, plagiarize, or receive inappropriate assistance in completion of this grant application and project. Failure to adhere to standards of academic integrity may result in forfeiture of grant funding.

Grant Recipient Requirements

Funding & Reimbursement:

Funding is provided on a reimbursement basis. Any equipment purchased with this funding will remain CMU property after completion of the project. 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. Funds remaining after one year from the award date, or if the student graduates or leaves CMU, will revert back to the Office of Research and Graduate Studies (ORGS). ORGS will not transfer funds from the undergraduate grant to “reimburse” internal/external grants for these expenses.

Recipients must fulfill the following obligations. Failure of the student to fulfill these obligations will result in the faculty supervisor being ineligible to have a student apply for these funds for a period of three years.

- Recipients are required to present at the Student Creative & Research Endeavors Exhibition SCREE the Spring semester after the award. Recipients are not automatically entered into SCREE; it is the responsibility of the student to register for the exhibition.
- Recipients are required to submit video footage (30-90 seconds) to the ORGS (cgsforms@cmich.edu) within three months of receiving an award letter. ORGS may develop this footage into a video to be shared via social media by the ORGS.
- Any publications using data generated from this project must acknowledge the ORGS at Central Michigan University as a funding source.

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