

2026-2027 Student Endeavors Grant Guidelines

Undergraduate: \$500 maximum for each grant

Graduate: \$800 maximum for each grant

Students may receive the award only once per academic year. Preference is given to students who have not previously been awarded Endeavors grants or SPAR supplemental funding.

Application Requirements:

Semester Deadlines:

Fall: October 19, 2026

Spring: February 15, 2027

Eligibility and Authorship:

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

- **Graduate Students:** Due to budget limitations, funding is prioritized for graduate students who either: 1) are enrolled in a program that requires a thesis or dissertation and have an approved prospectus, or 2) be in a non-doctoral program and enrolled in doctoral research project credits, or 3) have completed one semester in the Master of Music program. If funding is available, students who have completed one semester in any master's or doctoral program will be considered. CMED students should apply for funding through the CMED student intranet.

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

International Travel:

If your project requires international travel, the student must obtain Provost approval at:

<https://apps.cmich.edu/tools/workflow/Forms/TravelApproval> and attach that approval email/memo to the application.

Proposal Structure:

Proposals must include the 8 sections listed below and be 6-8 *double-spaced* pages (no less than 12-point font), not including the bibliography/references. Because committee members are from diverse disciplines, proposals need to *avoid technical language* and be understandable to a general audience. The committee will not fund proposals that do not follow formatting requirements, plagiarize or otherwise do not follow CMU standards for academic integrity. All proposals must include an AI Acknowledgement section, described below.

1. **Problem Statement/Significance** (one page, minimum): A statement of the problem and its significance.
 - a. **Research:** Describe the questions your project is trying to address. Explain the background information from the literature that supports the rationale of your project. Describe the significance/importance of your project, citing appropriate sources. Describe possible applications of your results.
 - b. **Creative:** Describe where your ideas came from and your goals. Briefly describe, citing appropriate sources you have read, a) the major contributions to the tradition, and b) the relationship of your work to that tradition.
2. **Project Design/Methods/Steps:** *All projects:* Describe the overall project design: What do you propose to do? How and where will you do it? Who will be involved? *Research projects:* How will your results be analyzed? Include sufficient detail for the committee to assess the methods and plan of your proposed project. *Creative projects:* Describe any underlying philosophical, social, or cultural issues your project will address or express.
3. **Expected Outcomes:** What do you hope to learn when the project is completed? (1 short paragraph)
4. **Timeline:** In a few sentences, describe when each major task will be completed.
5. **Budget:** Present in table form an itemized list of ALL the expenses associated with your project as well as a brief justification for explaining why each item in your budget is essential. Eligible expenses: questionnaire printing, postage, copying costs, supplies (e.g., chemicals, fabric, framing), equipment or instruments, or project-related travel. Ineligible

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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. 100% of the total expenses must be covered. Example table:

Item & Justification	Funding Source	Cost
Registration	Advisor Grant Funds	\$80
Airfare	PECP Grant	\$500
Taxis	Advisor Grant Funds	\$100
Hotel	Dept Funds	\$250
Meals	Personal Funds	\$140
	TOTAL	\$1,070

- Dissemination:** How do you expect to share your results at, or beyond CMU? e.g. journals, conferences, or competitions, or performances.
- Bibliography/References:** Include a reference list corresponding to citations made throughout your submission.
- Acknowledgement of AI use:** Follow the guidelines at CMU Libraries Research Guides (<https://libguides.cmich.edu/ai-libraries/citation>). Details on how specific AI tools were used in the proposal writing process need to be described. If a student has not used an GenAI tools to complete the proposal, they need to explicitly make this assertion.

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. Proposals are expected to be written by the student. Assistance from others including mentors or GenAI is limited to review for grammatical mistakes. It is not appropriate to ask others or GenAI to draft, write, or translate your proposal. In submitting this proposal, you attest the proposal is your own work. Failure to adhere to standards of academic integrity will result in forfeiture of grant funding.

Grant Recipient Requirements

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 coordinate with an Office of Graduate Studies (OGS) representative to record a brief video or submit a photo and research/creative project details for an OGS social media post. This commitment will be 15 minutes or less and an OGS rep will be in contact about these details within 3-4 months of the funding award.
- Any publications using data generated from this project must acknowledge the Office of Graduate Studies at Central Michigan University as a funding source.

Funding & Reimbursement:

Funding is provided on a reimbursement basis to students or departments. 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 Graduate Studies (OGS).

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