



## 2023 Undergraduate Summer Program for Arts & Research Guidelines

Maximum Grant Amount:

Stipend: \$3,500

Research or Creative Endeavors Grant: \$500 (optional)

*Preference is given to students who have not been previously funded under this grant program.*

### Application Requirements

Deadline: February 13, 2023

#### Authorship:

Applicants must be undergraduate students currently enrolled at CMU, full or part-time, have completed at least 56 credit hours by the end of the spring semester, and returning to CMU as an undergraduate student for at least one semester in the following academic year. Project proposals must be the student's original, independent work, written only by the student and a project that is done in collaboration with a CMU faculty member. The Undergraduate Summer Program for Arts & Research is NOT intended to support independent student work. Students must be able to make significant progress toward completing the project during the summer. At a minimum, the data-gathering phase of a research or beginning phases of a creative project must be completed during the summer.

#### 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, equid, octopi, or modification of habitat to evaluate the impact to these groups
- Institutional Biosafety Committee (IBC): Research involving recombinant DNA

#### Proposal Structure:

Organize your proposal using the applicable 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.

- Title, Author, and Project Summary (length: one page maximum): Outline the questions your project is trying to address. Why are these questions important? What are the implications of your results?
- Problem Statement/Project Summary: A statement (with some detail) of the problem and its significance.
  - Research: State your research problem. Explain the significance/importance of your project including a brief summary of the relevant literature, citing appropriate sources, on the topic.
  - Creative: Describe where your ideas came from. Briefly describe, citing appropriate sources you may have read, a) the major contributions to the tradition, and b) the relationship of your work to that tradition.
- Project Design: Describe the overall project design: What do you propose to do? How and where will you do it? Who will be involved? How will your results be analyzed? Include sufficient detail for the committee to assess your proposed project. Creative projects specifically: are there underlying philosophical, social, or cultural issues your project will address or express? What do you hope to learn about the process, medium, or ideas?
- Timeline: In chart form show each task and its completion date.
- Budget: Present in table form an itemized list of ALL the expenses associated with your project as well as a brief budget justification for explaining each item in your budget. 100% of the total expenses must be covered. Example:

Item & Justification	Funding Source	Cost
<b>TOTAL</b>		

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- Dissemination: How do you expect to share your results? Will the findings be disseminated beyond CMU? List any journals, conferences, or competitions to which you will be submitting your research or exhibitions or performances you plan to give.
- References: Include a reference list corresponding to citations made throughout your submission.

#### Faculty Supervisor & Department Chair Approval:

Applications must include a faculty supervisor signature and mentoring statement that briefly explains the following:

- The role of the faculty supervisor in the writing of the grant proposal.
- A description of your support of the student and the proposed project.
- What is the context of the project? Is it part of a larger project? Is it part of your ongoing work?
- How the project is collaborative? Clearly outline who is involved and what they will be doing.
- What mentoring you will provide.
- Detail how this project will benefit CMU, specifically regarding presentation(s), publication(s), exhibition(s), and performance(s).
- Each faculty supervisor can only sign off on one student submission.

Applications must have a signature from the department chair or program director.

#### Academic Honesty:

As a student of 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

Recipients that do not fulfill these obligations will be required to reimburse ORGS for their funding.

- Submit a completed Validation Form to ORGS (Validation forms are distributed to recipients with their award letters).
- In the Fall semester after receiving the funding, submit to ORGS a one-page report describing the results of the project.
- Not be employed more than 20 hours per week nor registered for more than 9 credits during Summer Sessions I and II.
- Recipients are required to present at 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. Failure of the student to present at SCREE will result in the faculty member being ineligible to have any student apply for funds for a period of three years from the missed deadline.
- Recipients are required to submit a brief video (30-90 seconds) to [cgsforms@cmich.edu](mailto:cgsforms@cmich.edu) within a year of receiving a grant award letter for the Office of Research & Graduate Studies to post on TikTok. Failure of the student to submit a video will result in the faculty member being ineligible to have any student apply for funds for a period of three years from the missed deadline.
- Any publications using data generated from this project must acknowledge the Office of Research and Graduate Studies at Central Michigan University as a funding source.

#### Funding & Reimbursement:

The \$3,500 stipend is released through the Office of Scholarships and Financial Aid. The \$500 funding for project costs will be provided to the student 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. The Office of Research and Graduate Studies will not transfer funds from the undergraduate grant to “reimburse” internal/external grants for these expenses.

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