

2026 Undergraduate Summer Program for Arts & Research Guidelines

Stipend: \$3,500

Additional Student Endeavors Grant: \$500 (maximum and optional to request if needed)

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

Application Requirements

Deadline: February 9, 2026

Eligibility:

Applicants must be undergraduate students who are currently enrolled at CMU, full or part-time, and have completed at least 56 credit hours by the end of the spring semester. 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 have a plan to work the equivalent of 20 hours/week over the 12 weeks of summer. They must be able to make significant progress toward completing the project during the summer. At a minimum, the data-gathering phase of a research project 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, squid, octopi, or modification of habitat to evaluate the impact to these groups
- Institutional Biosafety Committee (IBC): Research involving recombinant DNA

Proposal Structure:

You must organize your proposal using the 8 bold headings below. 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 8 double-spaced pages (no less than 12-point font), not including the bibliography.

1. **Project Summary** (length: one page maximum): Describe the questions your project is trying to address. Why are these questions important? What are the implications of your project?
2. **Problem Statement/Significance:** A statement of the problem and its significance (at least 1 page).
 - a. **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.
 - b. **Creative:** Describe where your ideas came from. 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.
3. **Project Design/Methods/Steps:** 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 the methods and plan of your proposed project. Creative projects: are there underlying philosophical, social, or cultural issues your project will address or express?
4. **Expected Outcomes:** What do you hope to learn when the project is completed? (1 short paragraph)
5. **Timeline:** In a table, list the task for each week.
6. **Budget:** Present in table form an itemized list of ALL the expenses associated with your project as well as a brief justification for explaining each item in your budget. 100% of the total expenses must be covered. Example:

Item & Justification	Funding Source	Cost
TOTAL		

7. **Dissemination:** How do you expect to share your results at, or beyond CMU? e.g. journals, conferences, or competitions, or performances.
8. **Bibliography/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).
- Faculty supervisors are limited in supporting only one student submission each summer.

Applications must also have a 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 may result in forfeiture of grant funding.

Grant Recipient Requirements

Award recipients must submit a completed Validation Form to cgsforms@cmich.edu no later than two weeks after receiving the award letter (a validation form is distributed to recipients with their award letters).

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.

- Participate in Summer Lunch and Learn sessions and End-of-summer Symposium on August 6, 2026.
- In the Fall semester after receiving the funding, submit to the Office of Research & Graduate Studies (ORGSS) a one-page report to cgsforms@cmich.edu 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.
- Recipients are required to coordinate with an ORGS representative to record a brief video or submit a photo and research/creative project details for an ORGS social media post. This commitment will be 15 minutes or less and an ORGS 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 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 to your student account. The \$500 funding for project costs will be provided to the student or department 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.