

STUDENT RESEARCH & CREATIVE WORK GRANT APPLICATION

The Herbert H. and Grace A. Dow College of Health Professions invites submissions for student research and creative work grants. This is a competitive award of up to **\$500** to offset the costs associated with a student research or creative works project. For research projects that involve more than one student, the awarded funds will be divided amongst the students. In these situations, each student must complete the Academic Honesty page within the application. In addition, it is the student and faculty advisor/mentors responsibility to work together and determine how the funds will be divided.

Applications will be reviewed twice a year, in the fall and spring submission cycles. The number of grants awarded will be determined by the quality of submissions and availability of funds. Students may receive this award only once per academic year. Preference will be given to students who have not been previously funded under this grant opportunity.

Deadlines and Submission Instructions

- Fall submissions are due by **October 15th** before 5 pm
- Spring submissions are due by **March 18th** before 5 pm
- Applicants should expect reviews to take approximately 1 month following the deadlines. Letters of acceptance/rejection will be emailed.
- Applications received after the deadline will not be reviewed
- Proposal submissions must be completed using this document with the instructions removed and emailed to Dr. Ksenia Ustinova (ustin1k@cmich.edu). If you have questions regarding the grant application or submission process please feel free to contact Dr. Ustinova at the above email. Any questions regarding the submission process should occur no later than 24 hours prior to the submission deadline.
- Please save document as follows “Last Name CHP Student Grant Submission Year” (Example: **Doe CHP Student Grant Fall 2020**).

Grant Application Requirements

- Applicants must be full or part time undergraduate or graduate student enrolled in The Herbert H. and Grace A. Dow College of Health Professions and have at least one more semester prior to graduation.
- Grant proposals must be the student’s original, independent work, written only by the student. Class projects required for the completion of a course will not be accepted.
- Projects involving human subjects, vertebrate animals, or recombinant DNA require approval by the appropriate University review board (i.e. IRB, IACUC). A copy of the appropriate review board approval letter must be included with the grant submission. Research projects that are currently in the review process are eligible, but funding will not be provided without verification that the research has been approved. Please refer to CMU guidelines on resuming human subjects research using IRB link.
- Faculty mentors/advisors with multiple students submitting within the same content area must attach a brief overview of how the projects are distinctly different, how each student’s work is unique, what role each student will serve, and the nature of the student interaction with the faculty member.
- After money has been disbursed, the the Research Committee may request a written audit from the faculty mentor/advisor providing an update on how the money is currently being utilized. Faculty members are required to respond to the Research Committee within 2 weeks of the request. If an update is not provide with the 2 week window, remaining funds may be frozen or removed. Once all funds have been spent or at the time in which the study is completed as per the IRB approval or approved continuing review date, it is the faculty mentor/advisor’s responsibility to provide the Research Committee with a line item summary of how all funds were spent. Failure to do so may result in the faculty member’s inability to receive funds on behalf of their students for future applications.
- The Herbert H. and Grace A. Dow College of Health Professions must be acknowledged for support on all work (i.e., presentations and publications) related to the funded project.

Fund Disbursement

Funding will be provided through reimbursement to the students respective department. Original bills and paid receipts are required. Please refer to your respective department on how reimbursement is managed. Recipients that do not fulfill these obligations will not receive reimbursement.

- If funds remain after one year, or if the student leaves and/or graduates, funds will revert back to the College.
- Examples of reimbursable costs: research equipment, (i.e. pipettes, gauze, bandages, electrodes, filters, or other expendable supplies), printing/copying, postage, chemicals/cleaning supplies, human subjects incentives and software programs.
- Grant funds may not be used for food, wages/stipends, alcohol, presentation supplies (e.g. laser pointer), or promotion/ advertising. If the student of faculty mentor/advisor has questions, **please contact Dr. Ustinova at (ustin1k@cmich.edu)**
- Students who have received funding to support their project from other sources (e.g. ORGS) and/or the Honors Program are required to utilize those funds first and demonstrate how the CHP funds are being used differently.
- If a faculty member has an internal or external grant that provides funding for a student's expenses (e.g., travel, supplies, etc.), this grant cannot be used to "reimburse" the faculty member.

Application Formatting

- Page limit: **5** double-spaced pages (not including Academic Honesty page or Faculty Advisor/Mentor page). Use same headings provided on page 2 of the application to organize your submission. Also ensure that the margins are consistent with this document and use no less than 11 point Times New Roman font. Proposals not adhering to the formatting requirements will not be reviewed.
- Applicants should keep in mind that the research grant proposal is a formal request for funding and a well-written, proofread, and spellchecked document is expected. Applicants who do not take the time to address spelling or mechanical errors could be rejected for such reasons. Some applicants may wish to utilize university writing center resources before submitting a grant application.
- Your application should include brief but concise explanation of the project in the following sections, listed below and expanded on the next page.
 - Section I. Academic Honesty Statement
 - Section II. Problem Statement/Project Summary
 - Section III. Study Design
 - Section IV. Time Line
 - Section V. Budget
 - Section VI. Dissemination
 - Section VII. References
 - Section VIII. Faculty Mentor/Advisor Statement
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By placing your signature below, the student and faculty mentor/advisor agree that they have read and accepted the grant guidelines and the proposed research project is original and is the work of the student. **PLEASE TYPE CLEARLY.** If the CHP review committee is unable to read your application, we cannot consider your grant proposal for review.

SECTION I. ACADEMIC HONESTY STATEMENT

As a student of Central Michigan University (CMU), you are participating in scholarly research based on the values of honesty, respect, fairness, and responsibility. You are expected to adhere to the CMU policies on academic integrity and must adhere to the highest standards of quality. By signing this document, you will not cheat, plagiarize, or receive inappropriate assistance in completion of this CHP research grant application. Being awarded with a CHP grant is a privilege, and failure to adhere to standards of academic integrity may result in forfeiting any grant funding.

Applicant: _____
Name Signature Student ID#

Contact Information: _____
Email Phone #

Anticipated Graduation: August December _____

Program Area		Year	Education Level
<input type="checkbox"/> Athletic Training	<input type="checkbox"/> Physical Education & Sport	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Undergraduate
<input type="checkbox"/> Communication Sciences & Disorders	<input type="checkbox"/> Physical Therapy	<input type="checkbox"/> Graduate	<input type="checkbox"/> Graduate
<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Physician Assistant		
<input type="checkbox"/> Nutrition and Dietetic Sciences	<input type="checkbox"/> Residential College		

Project Title: _____

Total amount needed to complete research study: \$ _____ **Total requesting from CHP \$** _____

Mentor/Advisor funds directed to research study: \$ _____

Research may require appropriate committee approval. Please indicate approval by checking one or more of the following boxes.

- Research does not involve human subjects, animals, or recombinant DNA
- Human Subjects Yes (attach IRB approval, if available)
- Animals Yes (attach IACUC approval, if available)
- Recombinant DNA Yes (attach IBC approval, if available)

Applicant: _____
Signature Print name Date

AUTHORIZING SIGNATURES

My signature below certifies that I have reviewed the students grant application and provided the required one-page summary. I agree that the submission is the work of the student and meets the student grant requirements. Throughout the research study process I will provide consistent mentoring and support as needed.

Faculty Advisor: _____
Signature Print name Date

By signing below, the Chair indicates that any Departmental support provided from the College will be forthcoming to support the students grant expenses.

Department/Representative Chair: _____
Signature Print name Date

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SECTION II. PROBLEM STATEMENT/PROJECT SUMMARY

- *Provide a general statement of the problem and its significance for Research and Creative Activity Submissions.*
 - *Research: State your research question(s). Explain the significance/importance of your research project including a brief summary of the relevant literature on the topic.*
 - *CCreative Activity: Describe where your idea(s) came from. Briefly describe, citing appropriate sources you have read/encountered, (i.e. (a) the major contributions to the tradition, and (b) the relationship of your work to the tradition). [upon completion of this section, please remove the above text, highlighted in italics].*

SECTION III. STUDY DESIGN

- *Describe the overall study design: What do you propose to do (testing procedures)? How and where will you do the research (i.e. computer laboratory, research laboratory, or other)? Who will be involved in collecting the research, if applicable? How will your results be analyzed? What do you hope to learn about the research process? [upon completion of this section, please remove the above text, highlighted in italics].*

SECTION IV. TIME LINE

- *Provide a time line for completion of the study that includes IRB approval, data collection, etc.... For ease, students may find adjusting this to a week-to-week or month-to-month time line. [upon completion of this section, please remove the above text, highlighted in italics].*

SECTION V. BUDGET

- *Using the table format provided below and/or in paragraph form, develop an itemized list of the expenses associated with your project as well as a brief budget justification for each item. Within this section the student must also indicate the amount requested outside CHP (e.g., ORGS). Do not input your budget items here, instead please cut and paste this table and place it in your research grant proposal “Budget” section, after your “Time Line” Section.*

Item	Justification	Funding Source	Cost
			\$0.00
			\$0.00
TOTAL			\$0.00

[upon completion of this section, please remove the above text, highlighted in italics].

SECTION VI. DISSEMINATION

- *How do you expect to share your results? Will the findings be disseminated outside of CMU (e.g., state,*

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district/region, national/international conferences or meetings)? List any journal(s) or conference proceeding(s) to which you will be submitting your research study or creative activities. [upon completion of this section, please remove the above text, highlighted in italics].

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SECTION VII. REFERENCES

- *Include a reference page corresponding to the appropriate citation format (i.e. current AMA or APA styles only). [upon completion of this section, please remove the above text, highlighted in italics].*

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SECTION VIII. FACULTY MENTOR/ADVISOR STATEMENT

- *Student's faculty mentor/advisor must provide a summary statement of the research study and include the following:*
 - *What is the context of the project?*
 - *The role as a faculty mentor/advisor in writing this grant proposal and support for the student(s).*
 - *Clearly outline who is involved and what they will be doing.*
 - *What mentoring you will provide.*
- *Anticipated date of completion and when they will provide the line item summary of how awarded funds were spent. [upon completion of this section, please remove the above text, highlighted in italics].*