



## Student Research and Creative Work Grant Guidelines

The Herbert H. and Grace A. Dow College of Health Professions (CHP) invites submissions for student research and creative work grants. The maximum amount of funding available per award is **\$1,000**. Applicants must be full or part time undergraduate or graduate student enrolled in the CHP programs 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. 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.

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 and actively seek for other CMU funding.

### Funding Support Areas

Funding can be requested to cover the cost of the following project-related items:

- Research equipment purchase, maintenance, upgrades•
- Research supply
- Computer software programs and updates
- Human subject incentives
- Manuscript preparation costs
- Research-related consultations
- Funds may not be used for food, wages/stipends, alcohol, presentation supplies (e.g. laser pointer), or promotion/ advertising. If the student or faculty mentor/advisor has questions please contact Dr. **Ksenia Ustinova** at [ustin1k@cmich.edu](mailto:ustin1k@cmich.edu) for clarification

### Deadlines

- Fall submissions are due before 5 pm on **October 18th, 2024**
- Spring submissions are due before 5 pm on **March 14th, 2025**
- Applicants should expect reviews to be completed within 3-4 weeks following the deadlines. Letters of acceptance/rejection will be emailed.
- Applications received after the deadline will not be reviewed

### Awardee Requirements

- Acknowledge The Herbert H. and Grace A. Dow College of Health Professions for support on all work (i.e., presentations and publications) related to the funded project
- Present research results at the CHP Annual Symposium



## Fund Disbursement

- Students must provide a detailed summary of how they spent all funds to their faculty mentor/advisor after completing the project. Failure to do so may result in the removal of funds from the student account.
- The faculty mentor/advisor is responsible for monitoring the use of funds. The CHP Research Committee may request a written report from the faculty mentor/advisor on how the money was used. If an update is not provided within the specified time, this can affect faculty mentor/advisor eligibility for future funding.
- Students who have received funding from other sources (such as ORGS or the Honors Program) to support their project must use those funds first and demonstrate how the CHP funds are being used differently.
- If a faculty mentor has a grant that provides funding for student's expenses (such as travel, supplies, etc.), these expenses cannot be reimbursed twice from both the student and faculty grant.
- For research projects involving multiple students, the awarded funds can be divided among the students if it is convenient. It is the responsibility of the student(s) and faculty mentor/advisor to work together and determine how the funds will be divided.

## APPLICATION INSTRUCTIONS

The research grant application must clearly and concisely describe the overall research project. Applicants are encouraged to be as precise and detailed as possible. It is expected that the proposal is well-written, proofread, and spellchecked. Some applicants may wish to utilize university writing center or other editorial resources before submitting a grant application. Applicants who do not take the time to address spelling or mechanical errors could be rejected for such reasons.

Each submission must follow the format suggested in the Application Form and outlined below. There is no actual word limit for proposal. However, the applicants are encouraged to keep the proposal text within 2,500-word limit.

### 1. Research Grant Application Form

Complete the cover page of the Student Research Grant Application Form. The form must be signed by the Applicant, Faculty Mentor/Advisor and the Chairperson of the respective department. Student(s) must sign the Academic Honesty page within the application. If you plan to use digital signing, please download the form onto your hard disk and open it with the latest Acrobat version. **Please be aware that after digital signatures are applied, the document cannot be modified, for example by including additional PDF pages or changing the text.**

### 2. Significance

In the Significance section of the Application Form:

- Research: provide a brief overview of the relevant literature on the topic. State your research question(s). Explain the significance/importance of your research project. Make a purpose statement.
- Creative Work: 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).



### **3. Methodology**

In the Methodology section of the Application Form:

- Describe the overall project design and/or approach to be taken. If appropriate for your design, include description on tested intervention, experimental equipment, or validated test, measure, or survey.
- Describe research participants population (if appropriate) and justify required sample size. If conducting qualitative research, include the qualitative tradition such as narrative research, phenomenology, ethnography, grounded theory, or case study.
- Describe how data are collected and analyzed. Include detailed description of tools, instruments, software that are used to data analysis.
- Provide a time line for completion of the study that includes IRB approval, participants recruitment, data collection, etc. For ease, students may find adjusting this to a week-to-week or month-to-month timeline.

### **4. Impact of the Project**

Describe how the results of proposed research or outcomes of creative work can influence the area of knowledge or practice. If appropriate for your research, discuss practical application of research results.

### **5. Budget and Justification**

Using the table provided in the Application 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).

### **7. References**

Please include references, using either the AMA or APA citation format.

### **8. Dissemination of Results**

In the Dissemination section of the Application Form, explain how you expect to share your results. Will the findings be disseminated outside of CMU (e.g., state, 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

### **9. Faculty Mentor/Advisor Statement**

Student's faculty mentor/advisor must provide a summary statement including the following:

- Assessment of student's capability to perform this project
- Description of faculty contribution to writing this grant proposal and performing the project
- Statement of how this project may advance student's future career
- Anticipated date of completion and when they will provide the line item summary of how awarded funds were spent.



## 9.Letter of Compliance

If your proposal includes the use of human subjects, vertebrate animals, or recombinant DNA, and you have received approval from the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC), please include a copy of the approval letter. If you have not yet received approval, specify the date that you submitted or plan to submit your proposal to the compliance board in the Application Form.

### Submission

Once the Application Form completed, combine it with the Letter of Compliance (if such available) in one document, save it as a single PDF file and email this file to **Dr. Ksenia Ustinova** ([ustin1k@cmich.edu](mailto:ustin1k@cmich.edu)). In the subject line of the email, please include your last name and **CHP Student Research Grant**.

## **STUDENT RESEARCH AND CREATIVE WORK GRANT APPLICATION**

## Title of Project

**Student Investigator(s)** **Email**

<b>Department/Program</b>	<b>Student ID#</b>
---------------------------	--------------------

**Degree:** Undergraduate      Graduate      Anticipated Graduation

**Additional Information and Special Consideration (Yes, No)**

- Have you applied for or received other CMU funding to support this project?
    - If yes, indicate amount \$
  - Will you accept partial funding if full funding is not available?
  - Do you plan to present research results at the CHP Annual Symposium?
  - Does your research project involve human subjects or animals?

If Yes, indicate: Date of Compliance Committee Approval      or      Date of Materials Submission for Review

## **STUDENT 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. Being awarded with a CHP research grant is a privilege and failure to adhere to standards of academic integrity may result in forfeiting any current &/or future grant funding.*

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## AUTHORIZING SIGNATURES\*

*My signature below certifies that I have reviewed the student's presentation grant application. I agree that submission is the work of the student and meets grant requirements, and I support their travel to present the work*

**Faculty Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Department Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

*\*Digital Signature requires saving the document onto hard disk and opening it with Acrobat 6 version or later. Otherwise, sign the document with pencil*

# **PROPOSAL**

## **Significance**

## **Methodology**

## **Impact of the Project**

**Budget and Justification (describe in the table below or in paragraph form)**

Item	Justification	Funding Source	Cost
			\$
			\$
			\$
			\$
			\$
			\$
<b>TOTAL</b>			\$

## **References**

## **Dissemination of Results**

## **Faculty Mentor/Advisor Statement**