

## Undergraduate and Graduate Student Research & Creative Endeavors Summer 2021 Travel Grant

The Office of Research & Graduate Studies (ORGS) invites students to apply for the Undergraduate and Graduate Student Research & Creative Endeavors Grant. This grant provides up to \$500 to offset costs associated with travel associated with student's research or creative project. Preference is given to students who have not been previously funded under this grant program.

### Deadlines and Submission Directions

- Friday, May 28, 2021 (due by 5pm EST)
- Scan your entire, completed application packet and attach as a PDF to an email to ORGS at [cgsforms@cmich.edu](mailto:cgsforms@cmich.edu). Hard copies are no longer accepted and will not be retained.

### Application Guidelines:

- Applicants must be graduate or undergraduate students enrolled at CMU for Fall 2021.
- A faculty member must supervise the research or creative endeavor being conducted.
- Projects involving human subjects, vertebrate animals, or recombinant DNA require approval or determination by the relevant University review body and the applicant must be included on the protocol. **A copy of the review board letter/memo must be attached to the grant submission.** Contact the Office of Research Compliance for information on how to obtain approval.
- Submit to the Office of Research & Graduate Studies one completed application and the project proposal.
- Recipients are required to present at the Student Research & Creative Endeavors Exhibition (SRCEE) the Spring semester after the award. Recipients are not automatically entered into SRCEE; it is the responsibility of the student to apply for the exhibition. Check the ORGS website in January for the application.

### Grant Funding Guidelines:

1. Eligible Expenses: **project-related travel only**  
Ineligible Expenses: meals, wages for the applicant, donations for participation, travel to present project results, promotion/advertising, thesis/dissertation typing, copying or binding expenses.  
**Please note:** Any project-related travel must be approved by your Chair, Dean and Provost BEFORE you travel. No reimbursement will occur for travel performed prior to receiving full approval. If funded, more details will be sent in your award letter.
2. Funding for this student grant award will be transferred to the 4-account of the student's department. The department will then determine whether charges can be made directly to the 4-account or if the student must incur expenses personally and be reimbursed by the department.
3. Monies must be expended between June 2, 2021 and December 1, 2021 and prior to the student graduating.
4. 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.
5. If a faculty member has an internal or external grant that provides funding for a student's expenses, this grant cannot be used to "reimburse" the faculty member's internal or external grant for these expenses.

Choose the appropriate set of guidelines below for your project. The proposal should reflect the student's original work as an individual. Organize your proposal using the subheadings below so the committee can easily follow the proposal. Remember that committee members are from diverse disciplines, so projects should be understandable to a general audience. **Avoid technical language.** Proposals not adhering to the formatting requirements (11 point font, one inch margins), or those exceeding the page limits of each section will not be reviewed by the committee. Tables and figures count towards the page limit, but References/Literature Cited sections do not.

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## Research Project Description

- **Project Title.**
- **Research Problem.** State your research problem. Explain the significance/importance of your project including a brief summary of any literature you may have read on the topic. 1 page maximum.
- **Project Design.** Describe the overall design of your project. What are you going to do? How and where will you do it? Who will be involved? Explain how you will analyze your data. 1 page maximum.
- **Expected Outcomes.** Describe the expected outcomes of the project. What do you hope to achieve and what do you hope to do with the results of the project (e.g., publication, exhibition, presentation)? 1 page maximum.
- **Budget.** Although the maximum grant is limited to \$500, each application must include an itemized list of the COMPLETE funding necessary to complete the project. Attach a brief budget justification explaining each item in your budget and indicate any budget items supported from another source (e.g., your college, department, externally funded projects (including those of your advisor), or personal funds).

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## Creative Endeavor Project Description

- **Project Title.**
- **Project Summary.** Summarize your project. What do you propose to do? 1 page maximum.
- **Background Information.** Describe where you got your ideas. Briefly describe, citing appropriate sources you may have read, a) the major contributions to the tradition, and b) the relationship of your work to the tradition. 1 page maximum.
- **Social, Cultural, Philosophical Issues.** What, if any, underlying social, cultural or philosophical issues will the work express? 1 page maximum.
- **Expected Outcomes.** What do you hope to learn about the process, medium or ideas, and how do you expect to share your results (e.g. publication, exhibition, performance)? 1 page maximum.
- **Budget.** Although the maximum grant is limited to \$500, each application must include an itemized list of the COMPLETE funding necessary to complete the project. Attach a brief budget justification explaining each item in your budget and indicate any budget items supported from another source (e.g., your college, department, externally funded projects (including those of your advisor), or personal funds).

# Student Research & Creative Endeavors Grant Application Summer 2021

## ACADEMIC HONESTY STATEMENT

As a student of Central Michigan University, you are participating in a community of scholarship based on the values of honesty, respect, fairness, and responsibility. You are expected to adhere to the CMU policies on academic integrity stipulated in the CMU Bulletin. In all of your academic work, you must adhere to the highest standards of integrity. You will not cheat, plagiarize, or receive inappropriate assistance in completion of this grant application and proposal or your project. Being awarded a grant from CMU is a privilege, and failure to adhere to standards of academic integrity may result in forfeiture of grant funding.

Applicant: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_  
Email Phone Month/Year

Department: \_\_\_\_\_ Degree level:  Undergraduate  Graduate

Project Title: \_\_\_\_\_

Total Cost to Complete the Project \$ \_\_\_\_\_ Total Funding Requested (not to exceed \$500) \$ \_\_\_\_\_

Is this part of a larger funded project?  Yes  No

If yes, indicate associated grant number. \_\_\_\_\_

**My research requires approval from the following committee (attach committee approval email or memo):**

- 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
- Research does not involve any of the above groups

Applicant: \_\_\_\_\_  
Signature Print Name Date

**I have read the proposal and agree to support/mentor this student throughout the research/creative process.**

Faculty Advisor:

\_\_\_\_\_  
Signature Print Name Date

Advisor Comments:

**(Required: detail how this project will benefit CMU, specifically regarding presentation(s) and/or publication(s))**

Department Chair: \_\_\_\_\_  
Signature Print Name Date

Department Chair Comments:

Departmental Funds committed to this project: \$ \_\_\_\_\_ Dept Cost Center (4-account): \_\_\_\_\_  
*Any funding award will be transferred to this account* (5/21)