



## Undergraduate Presentation Grant 2020-2021

The Office of Research & Graduate Studies (ORGS) invites submissions for Undergraduate Presentation Grant. Grants are awarded up to \$100 to offset the costs associated with student's presenting their work at a conference. This funding level is significantly lower than previous years because of current budget constraints. Only first authors are eligible to apply for this grant. **Students must have 1:1 matching funds from their advisor, department, or college.** Students may receive the award only once per academic year. Preference is given to students who have not been previously funded under this grant program.

### \*Deadlines and Submission Directions

#### Applications for Conference taking place:

Fall: September 1 – December 31  
Spring: January 1 – April 30  
Summer: May 1 – August 31

#### Deadline (due by 5pm EST):

By the second Monday in October  
By the first Monday in March  
By the last Monday in June

\*If your conference date makes it impossible for you to apply by the deadline please contact Kara Owens at 989-774-1318.

- Email the completed application and supporting documentation to ORGS ([orgsugforms@cmich.edu](mailto:orgsugforms@cmich.edu)).
- Email subject line should be: LAST NAME-UGP-Submission Cycle. Example: BEERY-UGP-Spring2019

### Requirements

1. **Authorship.** Applicants must be undergraduate students currently enrolled at CMU, full or part-time. Multiple authors for one presentation may choose to fund one student as the group representative or may apply as a group and divide the award. Undergraduate and graduate presentation grants are cross-referenced to avoid multiple funding.
2. **Advisor Approval.** The advisor's signature is required.
3. **Project Abstract.**
4. **Presentation Evidence.** Acceptable evidence is an email to the student acknowledging the acceptance of their presentation or a photocopy of the conference program cover and the page where the student's presentation is listed. The name of the student and the presentation title must be listed in the email/program for reimbursement consideration.
5. **IRB/IACUC/IBC.** Projects involving human subjects, vertebrate animals, or recombinant DNA require approval or determination by the appropriate university review board and the applicant must be included on the protocol. **A copy of the appropriate review board letter/memo must be included.**
6. **Required SRCEE Participation.** 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.
7. **Funding & Reimbursement.** A complete statement of the required funding must be provided. Students must have 1:1 matching funds from their advisor, department, or college. There is a limit of one grant per academic year. Funds remaining after one year from the award date, or if the student graduates or leaves CMU, will revert back to ORGS. Costs eligible for reimbursement are registration fee and travel expenses (only if travel is allowed by CMU and conference is not virtual). Presentation supplies, project development-related, and meal expenses are not eligible for reimbursement. Reimbursements are applied to the student's CMU account. ORGS will not transfer funds from this grant to faculty members that have an internal or external grant that provides funding for student expenses.

