

Undergraduate Research and Creative Endeavors Grant 2020-2021

The Office of Research & Graduate Studies (ORGS) invites submissions for Undergraduate Research and Creative Endeavors grants. This is a competitive award of up to \$500 to offset the costs associated with a student's research or creative project. Grant submissions are reviewed twice each year and the number of grants awarded is determined by the quality of submissions and the availability of funds. Students may receive this award only once per academic year. Preference is given to students who have not been previously funded under this grant program. Summer Scholar program applicants should only complete the Summer Scholar application.

Deadlines and Submission Directions

- Fall semester - 3rd Monday in October (due by 5pm EST)
- Spring semester - 2nd Monday in February (due by 5pm EST)
- Scan your entire, completed application packet and attach as a PDF to an email to ORGS orgsugforms@cmich.edu. Hard copies are no longer accepted and will not be retained.
- Email subject line should be: LAST NAME-UGR-Submission cycle. Example: **BEERY-UGR-Spring2020**

Requirements:

- Applicants must be undergraduate students currently enrolled at CMU, full or part-time.
- Project proposals must be the student's original, independent work, written only by the student, and outline a project that is closely supervised by a CMU faculty/staff advisor. This grant is NOT intended to support independent student research. A CMU faculty member must mentor the project being conducted.
- Projects involving human subjects, vertebrate animals, or recombinant DNA require approval or determination by the appropriate university review body and the applicant must be included on the protocol. A **copy of the appropriate review board letter/memo must be attached to the grant submission.**
- 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: questionnaire printing, postage, copying costs, chemicals, supplies, project-related travel
Ineligible Expenses: meals, wages for the applicant, donations for participation, travel to present project results, promotion/advertising, thesis/dissertation typing, copying or binding expenses
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 within one year of being awarded and prior to the student's completion of graduate work at CMU.
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 (travel, supplies, etc.), this grant cannot be used to "reimburse" the faculty member's internal or external grant for these expenses.

Application Formatting:

- **Page limit:** 5 single-sided pages. **Minimums:** 1½ spacing, 11 point font, and 1 inch margins. Proposals not adhering to the formatting requirements will not be reviewed by the committee.
- This proposal is a formal request for funding and a well-written, proofread, and spellchecked proposal is expected.
- Committee members are from diverse disciplines so projects should be understandable to a general audience - avoid technical language.

Label your proposal sections as indicated below.

I. Title, Author, and Project Summary (length: one page)

- Outline the questions your project is trying to address
- Why are these questions important?
- What are the implications of your results?

II. Problem Statement/Project Summary. A statement (with some detail) of the problem and its significance.

- Research: State your research problem. Explain the significance/importance of your project including a brief summary of the relevant literature on the topic.
- Creative: Describe where your ideas came from. Briefly describe, citing appropriate sources you may have read/encountered, a) the major contributions to the tradition, and b) the relationship of your work to that tradition.

III. Project Design

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 your proposed project. If appropriate: are there underlying philosophical, social, or cultural issues your project will address or express? What do you hope to learn about the process, medium, or ideas?

IV. Time Line

In table form outline each task and its projected completion date.

V. Budget

Present in table form an itemized list of **ALL** the expenses associated with your project as well as a brief budget justification for explaining each item in your budget. Example:

Item & Justification	Funding Source	Cost
TOTAL		

VI. Dissemination

How do you expect to share your results? Will the findings be disseminated beyond CMU? List any journals or conferences to which you will be submitting your research or exhibitions or performances you plan to give.

VII. References

Include a reference list corresponding to citations made throughout your submission.

VIII. Faculty Advisor Mentoring Statement (see guideline requirements)

Provide a brief explanation of the following:

- The role of the faculty advisor 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.

DOUBLE CHECK:

- Are all the items on grant form complete?
- Have you obtained all the required signatures?
- Are both your one page summary and formal proposal written **by you in non-technical language?**
- Have you provided a detailed budget that includes the total cost to complete the project and how each line item is to be funded?
- Does your proposal meet the application formatting requirements?
- Did you attach the required IRB/IACUC/IBC documentation?
- Faculty advisor mentoring statement.

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By signing below the student and advisor agree that they have read and accepted the grant guidelines and the proposed project is original and is the work of the student only. PLEASE PRINT CLEARLY. If we cannot read your writing, we cannot consider your proposal.

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: _____
Print name
Signature
Student ID#

Contact information: _____
Email
Phone #

Anticipated Graduation Date: May August December _____
 Year

Department: _____

Project Title: _____

Total to complete the project \$ _____ Total Funding Requested (not to exceed \$500) \$ _____

Research involving a group listed below requires the appropriate committee approval or determination.

Research did not involve human subjects, animals, or recombinant DNA

Human Subjects
 Yes (attach IRB approval)

Animals
 Yes (attach IACUC approval)

Recombinant DNA
 Yes (attach IBC approval)

Applicant: _____
Signature
Print Name
Date

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

Faculty Advisor Chair:

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