

## Undergraduate Summer Scholars Program 2019

The Office of Research and Graduate Studies (ORGS) invites applications for the Undergraduate Summer Scholars Program. This program awards summer stipends of \$3,000 plus up to \$500.00 (if the student requests) toward costs associated with a research or creative project done in cooperation with a CMU faculty member over the summer. Typically ten of these competitive awards are granted each spring. Preference is given to students who have not previously been funded under this program and whose research or creative endeavor is likely to lead to publication or presentation.

### **Deadline and Submission Directions:**

- Deadline: 2<sup>nd</sup> Monday in February (due by 5pm EST)
- Scan the entire application packet with signatures and attach to an email sent to ORGS [orgsugforms@cmich.edu](mailto:orgsugforms@cmich.edu). Hard copies are no longer accepted and will not be retained.
- Email subject line should be: LAST NAME-SS-Submission cycle. Example: **BEERY-SS-Summer2019**

### **Requirements:**

- **Only one Undergraduate Summer Scholar nomination per faculty member will be considered.**
- Applicants must be undergraduate students currently enrolled at CMU, full or part-time, have completed at least 56 credit hours by the end of the spring semester, and returning to CMU as an undergraduate student for at least one semester in the following academic year.
- Project proposals must be the student's original, independent work, written only by the student and a project that is done in cooperation with a CMU faculty member. The Undergraduate Summer Scholar program is NOT intended to support independent student research.
- Projects involving human subjects/vertebrate animals/recombinant DNA require approval by the appropriate university review board. **A copy of the appropriate review board approval letter must be attached to the grant submission.**
- Students must be able to make significant progress toward completing the project during the summer. At a minimum, the data-gathering phase of a research or beginning phases of a creative project must be completed during the summer. While most research or creative endeavors are conducted in Mount Pleasant, work being conducted in the field or at another location is eligible for grant consideration.
- Incomplete applications are not considered. Review your application form to ensure it is completed thoroughly.

### **Grant Recipient Stipulations:**

Recipients that do not fulfill these obligations will be required to reimburse ORGS for their funding.

- Submit a completed Validation Form to ORGS (Validation forms are distributed to recipients with their award letters).
- Submit to ORGS a one-page report describing the results of the project.
- Not be employed more than 20 hours per week and/or registered for a max of 9 credits during Summer Sessions I and II.
- The \$3,000 stipend is released through the Office of Scholarships and Financial Aid. The \$500 funding for project costs is done on a reimbursement basis. Reimbursements are applied to the student's CMU account. Original bills and/or paid receipts must accompany a completed non-employee reimbursement voucher and be submitted to ORGS. Students who have received funding to support this project from other sources are required to expend those funds first.
- Funds remaining after December of the current year will revert back to ORGS.
- If a faculty member has an internal/external grant that provides funding for a student's expenses (travel, supplies, etc.), ORGS will not transfer funds from the undergraduate grant to "reimburse" internal/external grants for these expenses.
- 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.
- 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.

### **Application Formatting:**

- **Page limit:** 8 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 avoid technical language to be understandable.

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, citing appropriate sources, on the topic.
- Creative: Describe where your ideas came from. Briefly describe, citing appropriate sources you may have read, 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. Creative projects specifically: 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 chart form show each task and its completion date.

**V. Budget**

Present in table form an itemized list of 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
<b>TOTAL</b>		

**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**

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 funding sources?
- Does your proposal meet the application formatting requirements?
- Did you attach the required IRB/IACUC/IBC documentation?
- Faculty advisor statement.

## Undergraduate Summer Scholars Program 2019

- Applying for Summer Scholars (SS) Program **ONLY**  
 Applying for SS Program AND up to \$500.00 in UG Research & Creative Endeavors Grant funding

### 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. By signing below the student agrees that he/she has read and accepted the grant guidelines and the proposed project is original and is the work of the student only.

Applicant: \_\_\_\_\_  

Print Name
Signature
Student ID#

Contact information: \_\_\_\_\_  

Email
Phone #

Department: \_\_\_\_\_

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

# Credits completed @ the end of spring semester: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_  
Month/Year

Total Cost to Complete the Project \$ \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_  
Print name

Research involving a group listed below requires the appropriate committee approval. Please indicate approval:

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

Human Subjects

Animals

Recombinant DNA

Yes (attach IRB approval)

Yes (attach IACUC approval)

Yes (attach IBC approval)

Briefly outline what other activities you will be pursuing this summer (e.g., work plans; classes, etc.):

My signature below certifies that I have reviewed the grant application, one-page summary, and project proposal and agree that the submission is the work of the student only and meets the grant requirements and I will provide consistent mentoring and support as needed.

Faculty Advisor: \_\_\_\_\_  

Signature
Date

Faculty Advisor: Please detail how this project will benefit CMU, specifically in regard to presentation(s) and/or publication(s):

By signing below, the department chair indicates that any departmental support indicated within the student's budget will be forthcoming.

Department Chair: \_\_\_\_\_  

Signature
Print name
Date

(6/18)