

2025-2026 Student Endeavors Grant Guidelines

Undergraduate: \$500 maximum for each grant

Graduate: \$800 maximum for each grant

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.

Application Requirements

Semester Deadlines:

Fall: October 20, 2025

Spring: February 16, 2026

Eligibility and Authorship:

Applicant must be a student currently enrolled at CMU. A project with multiple students can apply for a single grant and identify one student as the primary applicant/point of contact for the group. The proposal should reflect original work by the student(s).

- **Graduate Student requirements:** Due to funding limitations, graduate students must 1) be in a program that requires a thesis/dissertation and confirm they have an approved prospectus, or 2) be in a non-thesis/doctoral program and enrolled in doctoral research project credits, or 3) have completed one semester in the MM program.

University Review Board Approval Evidence:

Applicants with a project involving any of the following groups must provide the approval or determination of exemption email from the appropriate committee. A project that is pending with any of these approval boards is not eligible for funding.

- 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

Proposal Structure:

Proposals must include the 7 sections listed below and be 6-8 *double-spaced* pages (no less than 12-point font), not including the bibliography/references. Because committee members are from diverse disciplines, proposals need to *avoid technical language* and be understandable to a general audience. Proposals from graduate students who submit their prospectus will not be funded.

1. **Problem Statement/Significance** (one page, minimum): A statement of the problem and its significance.
 - a. **Research:** Describe the questions your project is trying to address. Explain the background information from the literature that supports the rationale of your project. Describe the significance/importance of your project, citing appropriate sources. Describe possible applications of your results.
 - b. **Creative:** Describe where your ideas came from and your goals. Briefly describe, citing appropriate sources you have read, a) the major contributions to the tradition, and b) the relationship of your work to that tradition.
2. **Project Design/Methods/Steps:** *All projects:* Describe the overall project design: What do you propose to do? How and where will you do it? Who will be involved? *Research projects:* How will your results be analyzed? Include sufficient detail for the committee to assess the methods and plan of your proposed project. *Creative projects:* Describe any underlying philosophical, social, or cultural issues your project will address or express.
3. **Expected Outcomes:** What do you hope to learn when the project is completed? (1 short paragraph)
4. **Timeline:** In a few sentences, describe when each major task will be completed.
5. **Budget:** Present in table form an itemized list of ALL the expenses associated with your project as well as a brief justification for explaining why each item in your budget is essential. Eligible expenses: questionnaire printing, postage, copying costs, supplies (e.g., chemicals, fabric, framing), equipment or instruments, or project-related travel. Ineligible expenses: meals, wages for the applicant, donations for participation, travel to present project results (there is a PECP grant available for this), thesis/dissertation typing, copying, or binding expenses. 100% of the total expenses must be covered. Example table:

Item & Justification	Funding Source	Cost
TOTAL		

6. **Dissemination:** How do you expect to share your results at, or beyond CMU? e.g. journals, conferences, or competitions, or performances.
7. **Bibliography/References:** Include a reference list corresponding to citations made throughout your submission.

Faculty Supervisor & Department Chair Approval:

Applications must have a faculty supervisor or thesis/dissertation chair signature and signature from the department chair or program director.

Academic Honesty:

As a student at Central Michigan University, applicants are participating in a community of scholarship based on the values of honesty, respect, fairness, and responsibility. Applicants are expected to adhere to the CMU policies on academic integrity stipulated in the CMU Bulletin. In all academic work, applicants must adhere to the highest standards of integrity. Applicants must not cheat, plagiarize, or receive inappropriate assistance in completion of this grant application and project. Failure to adhere to standards of academic integrity may result in forfeiture of grant funding.

Grant Recipient Requirements

Funding & Reimbursement:

Funding is provided on a reimbursement basis to students or departments. Any equipment purchased with this funding will remain CMU property after completion of the project. 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. Funds remaining after one year from the award date, or if the student graduates or leaves CMU, will revert back to the Office of Research and Graduate Studies (ORGS). ORGS will not transfer funds from the undergraduate grant to “reimburse” internal/external grants for these expenses.

Recipients must fulfill the following obligations. Failure of the student to fulfill these obligations will result in the faculty supervisor being ineligible to have a student apply for these funds for a period of three years.

- Recipients are required to present at the Student Creative & Research Endeavors Exhibition SCREE the Spring semester after the award. Recipients are not automatically entered into SCREE; it is the responsibility of the student to register for the exhibition.
- Recipients are required to coordinate with an ORGS representative to record a brief video or submit a photo and research/creative project details for an ORGS social media post. This commitment will be 15 minutes or less and an ORGS rep will be in contact about these details within 3-4 months of the funding award.
- Any publications using data generated from this project must acknowledge the ORGS at Central Michigan University as a funding source.