**Student Research and Creative Work Grant**
**Application Guidelines**

The research grant application must clearly and concisely describe the overall research project as outlined below. There is no actual word limit for proposal, but the applicants are encouraged to keep the proposal text within 2,500-word limit.

1) **Student Research and Creative Work Grant Cover Page**

2) **Significance of Research:**

   *Research:* provide a brief overview of the relevant literature on the topic. State your research question(s). Explain the significance/importance of your research project. Make a purpose statement.

   *Creative Work:* Describe where your idea(s) came from. Briefly describe, citing appropriate sources you have read/encountered, (i.e. (a) the major contributions to the tradition, and (b) the relationship of your work to the tradition).

3) **Methodology:**

   *Study design:* Describe the overall project design and/or approach to be taken. If appropriate for your design, include description on tested intervention, experimental equipment, or validated test, measure, or survey. If conducting qualitative research, include the qualitative tradition such as narrative research, phenomenology, ethnography, grounded theory, or case study.

   *Participant Population:* Describe research participant population (if appropriate) and justify required sample size.

   *Data collection:* Provide a detailed description of the testing procedures, methods, and instruments that were used to collect data. It is important to include enough detail so that reviewers can evaluate the procedures. For qualitative studies, this section should include specific information about the data collection methods, such as observational protocols, interview and focus group procedures, and any field note or document review procedures that were used.

   *Data Analysis:* Include detailed description of tools, instruments, software that are used to data analysis.

   *Timeline:* Please provide the timetable for the proposed study, including the time allocated for IRB/IACUC approval, recruitment, data collection, analysis/interpretation, and the final report. For ease, students may find it helpful to adjust this to a week-to-week or month-to-month timeline in a table.

4) **Potential Impact of Findings:** Describe how the results of proposed research or outcomes of creative work can influence the area of knowledge or practice. If appropriate for your research, discuss practical application of research results.

5) **Budget and Justification:** In the form of a table present an itemized list of expenses associated with your project as well as a brief justification for each item. Additionally, also indicate if any funds have been requested outside CHP (e.g., ORGS), and how much.

**Funding may be used to support the costs of the following research project-related items:**
- Research equipment purchase, maintenance, upgrades
- Research supplies
- Computer software programs and updates
- Human subject incentives
- Manuscript preparation costs
- Research-related consultations
- Notes: Funds may not be used for food, wages/stipends, alcohol, presentation supplies (e.g. laser pointer), or promotion/advertising.

6) **References:** Using either the AMA or APA citation format.

7) **Dissemination of Results:** Explain how you expect to share your results. Will the findings be disseminated outside of CMU (e.g., state, district/region, national/international conferences or meetings)? List any journal(s) or conference proceeding(s) to which you will be submitting your research study or creative activities

8) **Faculty Mentor/Advisor Statement:** Student's faculty mentor/advisor must provide a summary statement including the following:
- Assessment of student's capability in carrying out this project.
- Description of faculty contribution to writing this grant proposal and performing the project.
- Statement of how this project may advance student's future career.
- Anticipated date of completion and when they will provide the line item summary of how awarded funds were spent.

9) **Letter of Compliance:** Proposal including the use of human subjects, vertebrate animals, or recombinant DNA, and you have received approval from the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC), must include a copy of the approval letter. If you have not yet received approval from the IRB, please provide the date that you submitted or plan to submit your proposal to the compliance board as requested on the cover page.

**If awarded funding, the Applicant is required to:**
- Acknowledge The Herbert H. and Grace A. Dow College of Health Professions for support on all work (i.e., presentations and publications) related to the funded project. Failure to do so may result in inability to receive future funding.
- Present research results at the CHP Annual Symposium.

## 1) Student Research and Creative Work Grant Cover Page

**Title of Project**

**Student Investigator(s)**                                    **Email**

**Department/Program**                                    **Student ID#**

**Degree:    Undergraduate         Graduate           Anticipated  Graduation**

**Budget Requested        $**                              **Total Project Cost      $**

**Additional Information and Special Consideration (Yes, No)**                    **Yes       No**

- Have you applied for or received other CMU funding to support this project?
    - o   If yes, indicate amount    **$**
- Will you accept partial funding if full funding is not available?
- Do you plan to present research results at the CHP Annual Symposium?
- Does your research project involve human subjects or animals?

    If Yes, indicate: Date of Compliance        **or**     Date of Materials Submission
    Committee Approval                                         for Review

### STUDENT ACADEMIC HONESTY STATEMENT

*As a student of Central Michigan University (CMU), you are participating in scholarly research based on the values of honesty, respect, fairness, and responsibility.  You are expected to adhere to the CMU policies on academic integrity and must adhere to the highest standards of quality. Being awarded with a CHP research grant is a privilege and failure to adhere to standards of academic integrity may result in forfeiting any current &/or future grant funding.*

**Applicant Signature**                                    **Date**

### AUTHORIZING SIGNATURES*

*My signature below certifies that I have reviewed the student's presentation grant application. I agree that submission is the work of the student and meets grant requirements, and I support their travel to present the work*

**Faculty Advisor**                                    **Date**

*By signing below, the Chair indicates that any Departmental support provided from the College will be forthcoming to support the students travel expenses.*

**Department Chair**                                    **Date**

*\*Digital Signature requires saving the document onto hard disk and opening it with Acrobat 6 version or later. Otherwise, sign the document with pencil*