



Graduate Student Research & Creative Endeavors Grant 2009-2010

The Graduate Council invites applications for the Graduate Student Research & Creative Endeavors Grants. These grants provide up to \$800 to offset costs associated with a student's research or creative project. Grant applications are reviewed twice each year. Student may receive a grant more than once, but there is a limit of only one research & creative endeavors grant per year. Preference is given to students who have not been previously funded under this grant program.

Deadlines

- Fall semester – Monday, October 5th, 2009
- Spring semester – Monday, February 8th, 2010
- by 5:00 p.m. in the College of Graduate Studies at the address below

Application Guidelines:

- Applicants must be graduate students currently enrolled at CMU, full or part-time.
- A faculty member or thesis chair must supervise the research or creative endeavor being conducted.
- Projects involving human subjects, vertebrate animals, or recombinant DNA require approval by the relevant University review body. A copy of the review board approval letter should be attached to the grant submission. Contact the Office of Research and Sponsored Programs for information on how to obtain approval.
- Submit to the College of Graduate Studies:
 - 1 application packet: a completed application with original signatures and the project proposal
 - **4 additional** application packets: a photocopy of the application and a project proposal

Requirements:

Recipients are required to present at the annual **Student Research and Creative Endeavors Exhibition (SRCEE)**, held at the end of each spring semester. Spring grant recipients must present their results the following spring. **Recipients are NOT automatically entered into SRCEE; it is the student's responsibility to apply.**

Disbursement of Grant Funds:

1. Costs eligible for reimbursement include questionnaire printing, postage, copying costs, chemicals, supplies, and project-related travel.
2. Grant funds may not be used for wages, travel to present project results, or promotion/advertising. **Thesis/Dissertation typing, copying, and binding expenses are not covered by this grant.**
3. Funding is on a reimbursement basis. Original bills and/or paid receipts must be submitted to CGS for funds to be dispersed.
4. Monies must be expended within one year of being awarded and prior to the student's completion of graduate work at CMU.

Choose the appropriate set of guidelines below for your project. The proposal should reflect the student's original work as an individual. Organize your proposal using the subheadings below so the committee can easily follow the proposal. Remember that committee members are from diverse disciplines, so projects should be understandable to a general audience. **Avoid technical language.** Include at least the information below and limit your proposal to no more than **12 single-sided, double-spaced** pages (no less than 11 point font), including tables/figures, references, and budget. Grants that exceed the page limit will be noted to the committee.

Research Project Description

- **Project Title.**
- **Research Problem.** State your research problem. Explain the significance/importance of your project including a brief summary of any literature you may have read on the topic.
- **Project Design.** Describe the overall design of your project. What are you going to do? How and where will you do it? Who will be involved? Explain how you will analyze your data.
- **Expected Outcomes.** Describe the expected outcomes of the project. What do you hope to achieve and what do you hope to do with the results of the project (e.g., publication, exhibition, presentation)?
- **Budget.** Although the maximum grant is limited to \$800, each application must include an itemized list of the complete funding necessary to complete the project. Attach a brief budget justification explaining each item in your budget, and indicate if any budget items will be supported from another source (e.g., your college, department, or personal funds).

Creative Endeavor Project Description

- **Project Title.**
- **Project Summary.** Summarize your project. What do you propose to do?
- **Background Information.** Describe where you got your ideas. Briefly describe, citing appropriate sources you may have read, a) the major contributions to the tradition, and b) the relationship of your work to the tradition.
- **Social, Cultural, Philosophical Issues.** What, if any, underlying social, cultural or philosophical issues will the work express?
- **Expected Outcomes.** What do you hope to learn about the process, medium or ideas, and how do you expect to share your results (e.g. publication, exhibition, performance)?
- **Budget.** Although the maximum grant is limited to \$800, each application must include an itemized list of the complete funding necessary to complete the project. Attach a brief budget justification explaining each item in your budget, and indicate if any budget items will be supported from another source (e.g., your college, department, or personal funds).

Graduate Student Research & Creative Endeavors Grant Application

Proposals must be reviewed and signed by the faculty advisor/thesis chair prior to submission. By signing below the student and advisor/thesis chair agree they have read and accepted the guidelines outlined within the application.

TYPE or PRINT CLEARLY

Applicant: _____ Student ID#: _____

Local address: _____
City State Zip

Contact Information: _____ Anticipated graduation date: _____
Email Phone Month/Year

Faculty Advisor/Thesis chair: _____ Department: _____
Print Name

Applicant's degree level: Master's Specialist's Doctoral

Project Title: _____

Total Cost to Complete the Project \$ _____ Total Funding Requested from the Graduate Council \$ _____

IRB/IACUC/IBC* Approval Yes Date of Approval _____ No Not Required
(*Human Subjects/Animals used in research/recombinant DNA)

Applicant: _____
Signature Print Name Date

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

Faculty Advisor/Thesis Chair: _____
Signature Print Name Date

Advisor Comments:

Department Chair: _____
Signature Print Name Date

Department Chair Comments:

Departmental Funds committed to this project: \$ _____

(6/09)