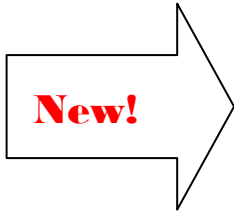


## Undergraduate Presentation Grant 2009-2010



The Office of Research and Sponsored Programs (ORSP) invites submissions for the Undergraduate Presentation Grant (UPG). Grants are worth **up to \$350** to offset the costs associated with student's presenting their work at a state (Michigan), regional (Great Lakes area – regional meetings outside the Great Lakes area are typically not eligible for this grant), national, or international conference. Beginning Fall 2009, grants are awarded on a rolling basis.

### Deadlines

- Grants are awarded on a rolling basis. Awards are determined by adherence to the guidelines, the quality of the submission, and the availability of funds.
- Students must apply for the UPG grant prior to the conference or within two months after the presentation at the conference.

### Requirements

Applications must contain the following information for consideration:

- 1) Advisor's signature
- 2) Project abstract
- 3) Only conferences held in the state of Michigan, in the regional Great Lakes area, or that are national or international will be considered for funding. Regional meetings outside the Great Lakes area are typically not eligible for this grant. It is the student's responsibility to demonstrate the level of conference they are attending.
- 4) Evidence that the work will be/was presented and a Presentation Synopsis (see application). Acceptable evidence is an email to the student acknowledging the acceptance of his/her presentation or a photocopy of the conference program cover and the page where the student's presentation is listed. The name of the student (and the title of his/her presentation) must be listed in the email or program for reimbursement consideration. Only **first authors** are eligible to apply for the Undergraduate Presentation Grant.
- 5) Projects involving human subjects, vertebrate animals, or 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.
- 6) The undergraduate applicant **must be the first author and a CMU student at the time of application.** Multiple authors for one presentation may choose to either fund one student as the group representative or may apply as a group and divide the award. The Undergraduate Presentation Grant and the Graduate Student Publication & Presentation grant are cross-referenced to avoid multiple submissions and funding.
- 7) A complete statement of the required funding must be provided. **Student presentations that are eligible for alternative sources of funding will not be considered for this grant.** Students may receive a grant more than once, for distinct projects, but there is a limit of only one presentation grant per academic year. Preference is given to students who have not been previously funded under this grant program.
- 8) Students that receive a UPG award are required to present at the Student Research & Creative Endeavors Exhibition (SRCEE). do not fulfill their presentation, SRCEE obligation, or any other grant requirement will have a hold placed on their account and will be required to reimburse ORSP for the funding they received. **Recipients are NOT automatically entered into SRCEE; it is the responsibility of the student to apply.**
- 9) Costs eligible for reimbursement include airfare, mileage (determined by CMU), lodging, parking, and registration fees. Research related, meal and gasoline expenses are not eligible.

**DO NOT SUBMIT RECEIPTS WITH THIS GRANT FORM.** If you are selected as a grant recipient, you will be asked at that time to submit your receipts. The ORSP is not responsible for receipts attached to this form.

