



## Undergraduate Research and Creative Endeavors Grant 2009-2010

The Undergraduate Research Committee invites submissions for Undergraduate Research and Creative Endeavors grants. These grants provide **up to \$500** to offset costs associated with a student's research or creative project. This is a competitive award with the granting of awards determined by the quality of submissions and the availability of funds. Grant submissions are reviewed twice each year. Students may receive a grant more than once, for distinct projects, but there is a limit of one of these grants per academic year. Preference is given to students who have not been previously funded under this grant program. Funding is on a reimbursement basis. Applicants for the Summer Scholar program will automatically be considered for both the summer stipend and this grant, therefore applicants should only complete the Summer Scholar application.

### **Deadlines (5:00 p.m. EST):**

► Monday, October 19<sup>th</sup>, 2009

► Monday, February 15<sup>th</sup>, 2010

### **Requirements:**

- Applicants must be undergraduate students currently enrolled at CMU, full or part-time.
- A CMU faculty member must mentor the research or creative endeavor being conducted.
- Faculty members with multiple students submitting within the same content areas must attach a brief overview of how the projects are distinct, how each student's work is unique, what role each student will serve, and the nature of the student interactions. In addition, for faculty members proposing to mentor more than one student, detailed information must be presented that shows the strategy that will be employed for consistent and available mentoring.
- 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.
- Recipients are required to present their work 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 responsibility of the student to apply. Students that do not fulfill this obligation or any other grant requirement will be required to repay their grant funding to ORSP.**

### **Submit to ORSP:**

- **ONE** submission packet containing a completed grant application with original signatures + a one-page summary + a formal project proposal
- **Thirteen additional** submission packets each containing a photocopy of the signed grant application + a one-page summary + a formal proposal.

### **Disbursement of Funds:**

1. Costs eligible for reimbursement include questionnaire printing, postage, copying costs, chemicals, paint, supplies, and project-related travel. Original bills and/or paid receipts must be submitted to ORSP for funds to be dispersed.
2. Grant funds may not be used for wages, travel to present project results, or promotion/advertising.
3. Monies must be expended within one calendar year of being awarded and prior to the student's completion of undergraduate work at CMU. Funds remaining after one calendar year will revert back to ORSP.

## **Applying for Funding:**

Choose the appropriate set of guidelines below for your type of project. The one-page summary and formal proposal should reflect the student's original, independent work. Remember committee members are from diverse disciplines, so projects should be understandable to a general audience. **Avoid technical language**. This grant submission is a formal request for funding and a well-written, proofread, and spellchecked proposal is expected. This is a competitive award and the granting of awards is determined by the quality of submissions and the availability of funds. Students should submit the following **in their own words**:

1. A one-page, double-spaced project summary. **The committee will place heavy emphasis on the quality of this summary in judging projects to be funded so craft and edit this summary carefully.** The summary should address:

- The topic proposed
- The methodology to be used (i.e. how will the project be conducted?)
- The accomplishments/findings that are expected
- The amount of funding requested and the uses for all aspects of the funding

2. A formal proposal, using the appropriate guidelines below. Proposals should be organized using the subheadings below so the review committee can easily follow the grant submission. Submissions are limited to **4** single-sided pages (1½ spaced, minimum 11 point font, and 1 inch margins), including tables/figures, references, and budget. Proposals that exceed the page limit will be returned without review by the committee.

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### **Guidelines for Applying for Funds for a Research Project**

- **Project Title.**
- **Research Problem.** State your research problem. Explain the significance/importance of your project including a brief summary of the relevant literature on the topic.
- **Project Design.** Describe the overall project design: What are you going to do? How and where will you do it? Who will be involved? How will the results be evaluated? How will your data be analyzed?
- **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 \$500, each grant submission must include an itemized list of the total 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, faculty grant, or personal funds).
- **References.** An attached list of the references corresponding to citations that you made throughout your submission.

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### **Guidelines for Applying for Funds for a Creative Endeavor Project**

- **Project Title.**
- **Project Summary.** Summarize your project. What do you propose to do?
- **Background Information.** 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.
- **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 \$500, each application must include an itemized list of the total 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, faculty grant, or personal funds).
- **References.** An attached list of the references corresponding to citations that you made throughout your submission.

## UNDERGRADUATE RESEARCH & CREATIVE ENDEAVORS GRANT

The one-page summary and formal project proposal must be reviewed by the faculty advisor prior to submission. By signing below the student and advisor agree that they have read and accepted the grant guidelines and that the work proposed is original and represents the work of the student.

### TYPE or PRINT NEATLY

Applicant:

Signature	Print name	Date	Student ID#
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Local address:

	City	State	Zip
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Contact Information:

Email	Phone	Anticipated Graduation Date:
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Faculty advisor:

Print name	Department:
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Project Title:

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Total Cost to Complete the Project \$

Total Funding Requested from the UG Research Committee \$

IRB/IACUC/IBC\* Approval     Yes    Date of Approval \_\_\_\_\_     No     Not Required

(\*Human Subjects/Animals used in research/recombinant DNA)

Applicant:

Signature	Print name	Date
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**I have reviewed the attached proposal, agree that the submission meets the requirements, and I will support and mentor this student throughout the research/creative process:**

Advisor:

Signature	Print name	Date
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*Advisor Comments:*

Department Chair:

Signature	Print name	Date
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Departmental Funds committed to this project: \$ \_\_\_\_\_

*Department Chair Comments:*

### DOUBLE CHECK:

- Are all the items on this 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 how each line item is to be funded?
- Is your proposal no more than **4 single-sided pages** (1½ spaced, minimum 11 point font, and 1 inch margins), including tables/figures, references, and budget?
- If you are working on a project similar to other proposals, do you have a statement from your advisor outlining how the projects differ?

(09/09)