

## 2024-2025 Graduate Student Publication Grant Guidelines

Maximum Grant Amount: \$750

*Students may receive the award one time only*

Applications are accepted on a rolling basis.

### Application Requirements

**Eligibility:** Applicant must be a student currently enrolled at CMU at the time of incurring the cost. Multiple student authors on a publication must identify one student as the applicant. Student applicant can be the first-author, or in cases where the CMU first-author has graduated, applicant can be the second-author..

Applicant must confirm they have an approved prospectus for their research (non-thesis MM Degree students are exempt).

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

### Project Description, Funding Plan, & Evidence of Publication acceptance:

Applicants must provide: 1) an abstract/ project description, 2) evidence of publication acceptance, such as an acceptance email, 3) an invoice with charges, 4) funding plan that indicates how the entire cost of the publication will be covered.

Faculty Supervisor Approval & Matching Funds:

Applications must have a faculty supervisor's signature and a complete funding plan with at least 25% funding (\$188) from another CMU source. The entire cost of the charges must be covered by the funding plan.

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.

Eligible items for Funding & Reimbursement:

Funding is provided on a reimbursement basis. Eligible expenses: charges for publishing fees. Ineligible expenses: charges for publications in predatory journals (<https://www.cmich.edu/research/cmich-library/library-services/scholarly-communication-services/publishing-your-work>). Reimbursements are applied to the student's CMU account. Please contact Payroll (Warriner 204, 774-3481) with any tax questions. If you are a non-resident alien, there may be treaty benefits available. ORGS will not transfer funds from this grant to a faculty member's internal or external grant. Funds remaining after one year from the award date, or if the student graduates or leaves CMU, will revert back to ORGS.

### Grant Recipient Requirements

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 submit video footage (30-90 seconds) to the ORGS ([cgsforms@cmich.edu](mailto:cgsforms@cmich.edu)) within three months of an award letter. ORGS may develop this footage into a video to be shared via social media by the ORGS.

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