

2025 Graduate Summer Program for Arts & Research

Maximum Grant Amount:

Stipend: \$6,000 Transferred to the department in two installments of \$3,000. Delivery of the second installment is dependent upon the student making sufficient progress (based on advisor) and submission of the required video. Student Endeavors Grant (optional): \$800 is available to cover materials, travel, and other costs associated with completing the project.

Application Requirements

Deadline: March 19, 2025

Requirements:

Applicants must be graduate students currently enrolled at CMU working towards an MA (Plan A), MS (Plan A), PhD, EdD, or DET, with an approved prospectus, or an MM. The faculty advisor and department chair/program director must indicate that there is no other form of summer funding for the student. If the program requires a funding plan for graduate students, that must be included with the submission.

Proposal Structure:

Organize your proposal using the applicable headings below so the committee can easily follow the proposal. Remember that committee members are from diverse disciplines, so projects should avoid technical language and be understandable to a general audience. A proposal should be no more than 8 double-spaced pages (no less than 12-point font) not including the bibliography and figures.

- Title, Author, and Layperson Summary (length: one page): Describe the questions your project is trying to address. Why are these questions important? What are the implications of your project? This should be written at an 8th grade reading level.
- Problem Statement/Project Summary: A statement (with some detail) of the problem and its significance.
 - Research: State your research problem. Explain the significance/importance of your project including a brief summary of the relevant literature, citing appropriate sources, on the topic.
 - Creative: Describe where your ideas came from. Briefly describe, citing appropriate sources you may have read, heard, or viewed a) the major contributions to the tradition, and b) the relationship of your work to that tradition.
- Project Design: Describe the overall project design: What do you propose to do? How and where will you do it? Who will be involved? How will your results be analyzed? Include sufficient detail for the committee to assess your proposed project. Creative projects specifically: are there underlying philosophical, social, or cultural issues your project will address or express? What do you hope to learn about the process, medium, or ideas?
- Timeline: In chart form show each task and its expected completion date.
- Budget: Present in table form an itemized list of ALL the expenses associated with your project as well as a brief justification for explaining each item in your budget. 100% of the total expenses must be covered.

Example:

Item & Justification	Funding Source	Cost
TOTAL		

- Dissemination: How do you expect to share your results? Will the findings be disseminated beyond CMU? List any journals, conferences, or competitions to which you will be submitting your research or exhibitions, or any performances you plan to give.
- References: Include a reference list corresponding to citations made throughout your submission.

Faculty Supervisor & Department Chair Approval:

OFFICE OF RESEARCH AND GRADUATE STUDIES

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 Mount Pleasant, Michigan 48859
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Applications must have a signature from the department chair or program director, indicating support for the application and that neither the faculty member nor the program has funding for the graduate student. If the program requires funding plans, this plan must be included with the application.

Applications must include a faculty supervisor signature and mentoring statement that briefly explains the following (1 page maximum):

- A description of your support of the student and the proposed project. Is any part of the project currently being funded by an external grant?
- What is the context of the project? Is it part of a larger project? Is it part of your ongoing work?
- How is the project collaborative between the faculty member and the graduate student? Clearly outline who is involved and what they will be doing.
- What mentoring you will provide.
- Detail how this project will benefit CMU, specifically regarding presentation(s), publication(s), exhibition(s), and performance(s).
- Faculty may sign off on multiple student applications but must rank proposals relative to each other.

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. Proposals are expected to be written by the student with assistance from other people, including mentors, or GenAI limited to reviewing for grammatical mistakes. It is not appropriate to ask others or GenAI to draft, outline, write, or translate your proposal. In submitting this proposal, you attest the proposal is your own work. Failure to adhere to standards of academic integrity may result in forfeiture of grant funding.

Grant Recipient Requirements

Award recipients must submit a completed Validation Form to cgsforms@cmich.edu no later than two weeks after receiving the award letter (a validation form is distributed to recipients with their award letters).

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.

- Participate in Summer Lunch and Learn sessions and End-of-summer Symposium.
- In the Fall semester after receiving the funding, submit to the Office of Research & Graduate Studies (ORGS) a one-page report to cgsforms@cmich.edu describing the results of the project.
- Recipients are required to present at 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) by the last Monday in June. ORGS may develop this footage into a video to be shared via social media by the ORGS.
- Any publications using data generated from this project must acknowledge the Office of Research and Graduate Studies at Central Michigan University as a funding source.

Funding & Reimbursement:

The \$6,000 stipend is released through the Office of Scholarships and Financial Aid to your student account. The \$800 funding for project costs will be provided to the student or department on a reimbursement basis. Any equipment purchased with this funding will remain CMU property after completion of the project. Students may be taxed on their reimbursement, especially travel reimbursement. Please contact Payroll (Warriner 204, 774-3481) with any tax questions. If you are a non-resident alien, there may be treaty benefits available. Contact Payroll to complete the necessary paperwork. The Office of Research and Graduate Studies will not transfer funds from the undergraduate grant to “reimburse” internal/external grants for these expenses.

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