COLLEGE OF ARTS & SCIENCES
FERRIS STATE UNIVERSITY

STUDENT RESEARCH GRANT
APPLLICATION DIRECTIONS

The purpose of the Student Research Grant (SRG) is to provide funds to encourage faculty members and undergraduate students to work collaboratively on short-term research projects that are likely to result in a paper, performance, poster, or other academic or artistic product.

I. ELIGIBLE APPLICANTS

Anyone enrolled as an undergraduate student at Ferris State University may apply, provided they have the support of a CAS faculty mentor who endorses the project. Students may receive a maximum of one SRG per academic year. Individual faculty members may sponsor no more than three student grant recipients at a time.

II. ELIGIBLE ACTIVITIES

Funds may be used for equipment and supplies to carry out the project, and/or travel to a professional meeting to present the results of the project. Funded activities are subject to the following guidelines and restrictions:

- Funds must be expended within regular University guidelines.
- The student investigator receives no salary/wages from the project.
- Books, software, equipment, and other materials purchased with grant funds remain as property of the university.
- Use of human subjects or animals in the research must be receive proper approval by the appropriate committee *prior to receiving the funds*. A copy of the Human Subjects
- Committee or Institutional Animal Care and Use Committee application must be included with the original application for SRG funds.
- Students may enroll in an independent study to receive credit for their research. However, SRG funds may not be used to pay for tuition or fees.
- The project must be completed within one academic year.

III. AMOUNTS AWARDED

Proposed projects may request up to $750 per student per academic year. The CAS Special Grants Committee may approve partial funding only, depending on assessment of the proposal and the availability of funds.

If the proposed project includes institutional travel (for instance, to a professional conference), the faculty sponsor who will accompany the student(s) to the event may request up to $1,000 (total amount for all SRGs per academic year) as part of the SRG application.

IV. SUBMISSION PROCESS

The application for the SRG is available at online via the CAS Dean's office home page or at the CAS Dean's office and includes the following components:

- A statement (no more than one page) written by the student applicant, detailing the goals and objectives of the project and explaining how the grant will help the student reach her or his educational or career goals.
- An outline of the method or design for carrying out the project.
- A timeline for completing the project and submitting the final project report.
- A budget with expenses itemized.
- An evaluation plan.
- A statement written *by the student* that describes the goals and objectives of the project and explains how the grant activity will help the student reach his or her educational or professional development goals. (This statement should be no longer than one page.)
- A one-page letter of endorsement from the faculty mentor that includes an evaluation of the scholarly merit of the student research project and a description of how he/she will be involved in the project.
- A copy of the application for approval from the Human Subjects Committee or the Institutional Animal Care and Use Committee, when relevant.
- A copy of approval from TAC for any software or hardware proposed for purchase, including an assessment of compatibility with existing hardware and software to be utilized.
- In the event that multiple students are applying to work on the same project, one common application may be submitted for the group. However, each student should include his or her own individual statement with the application. Faculty may write one slightly longer letter of endorsement that covers all student applicants and explains each student's individual role in the project rather than writing a separate letter for each student.

The completed application should be submitted via email *by the sponsoring faculty member* to the CAS Dean's Administrative Assistant for distribution to the CAS Special Grants Committee.

V. APPROVAL PROCESS

Applications will be reviewed by the CAS Special Grants Committee at least once a semester. Applications submitted by 11:59 p.m. on the fourth Monday of October and fourth Monday of February will be will be evaluated that semester, and the committee will notify applicants of the committee's decision within 14 days after the application deadline. A third, optional, call for applications will be made in late spring if additional funds are available.

Once approved, funds will be immediately available for the approved activity, provided any required approval from the Human Subjects Committee or Institutional Animal Care and Use Committee has been obtained.

Applications for the SRG will be assessed according to the following criteria:
- The project is clearly described, well-designed, and cost-effective.
- The project is realistic for the student's background, the time frame, and the amount of funding requested.
- The faculty mentor supports the project and has an appropriate background for supervising the project.
- The project is likely to result in a paper, performance, poster, or other academic or artistic product.

VI. REPORTING

Each student grant recipient is required to submit a one page report on the completed grant activities, including a description of project outcomes, within 30 days of the conclusion of the approved activity. The sponsoring faculty member should review and approve the report and then forward it to the CAS Dean's Administrative Assistant.

All students whose projects are funded will be required to participate in the CAS Student Recognition Event held in the spring. Appropriate substitutions may be made for extenuating circumstances.