COLLEGE OF ARTS, SCIENCES, AND EDUCATION
FERRIS STATE UNIVERSITY

STUDENT RESEARCH GRANT
APPLICATION DIRECTIONS

The purpose of the Student Research Grant (SRG) is to provide funds to encourage faculty members and undergraduate or graduate 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 or graduate student in the College of Arts, Sciences and Education (CASE) at Ferris State University may apply, provided they have the support of a CASE 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 in the research must be receive proper approval by the appropriate committee *prior to receiving the funds*. A copy of the Human Subjects 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 CASE Special Grants Committee may approve partial funding only, depending on assessment of the proposal and the availability of funds.

IV. SUBMISSION PROCESS

The application form for the SRG is available online via the CASE Dean's office home page. Completed applications should include the following components:

- Completed application form, including:
  - A brief description 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.
  - Signature of support from department head/chair.
- 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 educational and/or career goals.
- 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, when relevant.
- A copy of approval from Information Technology Services for any software or hardware proposed for purchase, including an assessment of compatibility with existing hardware and software to be utilized, when relevant.

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 CASE Dean's Administrative Assistant for distribution to the CASE Special Grants Committee.

V. APPROVAL PROCESS

Applications will be reviewed by the CASE 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 evaluated, and the committee will notify applicants of the committee's decision within 14 days of the application deadline. An optional call for applications may be made in late spring if additional funds are available.

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.
- Priority will be given to students in good standing with the university.

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.

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 Administrative Representative on the CASE Special Grants Committee for distribution to the Committee.

If an assessment report is not submitted, all funds will be frozen until a report is received and approved. If funding has already been dispersed, the submitter will be ineligible for future CASE Student Research Grants until a report is received and approved.

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