

Graduate Student Research and Creative Activity Support Award & Summer Fellowship

The School of Graduate Studies and Research (SGSR) offers a limited number of competitive research and creative activity support awards for qualified graduate students at Central Washington University.

Please review these instructions thoroughly to ensure all steps are completed correctly. **Failure to comply with instructions and include all required components of the application will result in disqualification.**

Eligibility

- CWU graduate students in good academic standing pursuing a thesis, project, or portfolio review option as partial fulfillment of their master's degree requirements.
- Students having chosen an exam option as their culminating experience and students pursuing a graduate certificate are not eligible to apply.
- Applicants must have an approved [Graduate Committee and Option Approval Form on file with the SGSR prior to proposal submission](#). Please contact the Graduate Office if you need to confirm that we have your approved form on file. Proposals must be endorsed by your graduate committee chair.

Award Details

The maximum amount available per individual, per graduate career is **\$1,000 (Research or Creative Activity Support Award) or \$3,500 (Summer Fellowship – only available in the Spring)**. These awards provide support for research or creative activities that contribute to a graduate student's thesis, project, or portfolio review. All funds must be consumed within 12 months of notification of the award or by graduation, whichever occurs first. Unused funds will revert to the SGSR, unless otherwise specified.

Award Types

- The Research or Creative Activity Support Award (\$1,000) is reimbursement only and is offered twice a year (fall and spring). If you apply for this award, you must include a detailed budget.

- The Summer Fellowship (\$3,500) is paid as a federally taxable lump sum on or around July 10 of the award year. **A budget is not required for this award.** This award is only offered in the spring.
- You may apply to both the Research or Creative Activity Support Award and the Summer Fellowship during the spring competition. It will be one application and it will ask you which awards you would like to apply to.

What can be funded:

- Basic and applied projects, including scholarly and artistic projects.
- Maps, graphs, and other specialized graphics required for the thesis, project, or portfolio review.
- Travel deemed necessary to complete the project. The award may pay for ground fare, mileage, parking, airfare, and lodging incurred *after* the proposal submission due date.
- Supplies, materials, services, and equipment needed to conduct research related to the thesis, project, or portfolio review.

What cannot be funded:

- Institutional research (e.g., internal or departmental studies).
- Travel to professional meetings (e.g., conferences where research findings will be presented).
- Per diem (meals during travel status).
- Activities related to completion of course assignments or projects.
- Page charges or other costs related to publication of research or thesis preparation.
- Salaries, benefits, fees, or other types of monetary compensation.
- Travel-related expenses incurred prior to the proposal submission deadline date.

Human, Animal, and Hazardous Research

Human Subject Research

For research involving human participants, you must receive approval from the Human Subjects Review Council (HSRC) prior to beginning recruitment. **Approval cannot be granted for retroactive research.**

You may apply for funding if your protocol is currently pending approval from HSRC; however, funds will not be released until approval is granted. For information about the HSRC and approval process, please

see: <https://www.cwu.edu/academics/research/human-subjects-review-program/index.php>

Animal Research

For research involving live, vertebrate animals, you must receive approval from the Institutional Animal Care and Use Committee prior to beginning your research. **Approval cannot be granted for retroactive research.**

You may apply for funding if your protocol is currently pending approval from IACUC; however, funds will not be released until approval is granted. For information about IACUC and the approval process, please

see: <https://www.cwu.edu/academics/research/iacuc/index.php>

Hazardous Research

If you will be using any procedures or working with substances that are classified as hazardous, such as hazardous chemicals, lasers, venomous or aggressive animals, or infectious microbes, you must attach the applicable Standard Operating Procedures (SOPs). SOPs may be as long as necessary and they do not count toward the word-count limitation.

For information about SOPs, please see <https://www.cwu.edu/about/offices/campus-safety/environmental-health-safety/chemical-safety-hazard-management/standard-operating-procedures-sop.php>

Final Report

Award recipients must submit a final report to the SGSR no later than three months after completion of the project, the end of the academic year, or graduation, whichever occurs first.

The final report should summarize the project results and list any publications, exhibitions, and external grants that resulted from the award. **Failure to submit a final report will be grounds for denial of future support and may delay your graduation.** The report will be taken into consideration when decisions are made on future funding.

Award recipients are encouraged to present their project at SOURCE.

If results of this project are published or otherwise performed/disseminated, it is expected that you will include in the publication/performance notice the following statement or similar: *“This research/performance/show was fully/partially supported by the School of Graduate Studies and Research at Central Washington University.”*