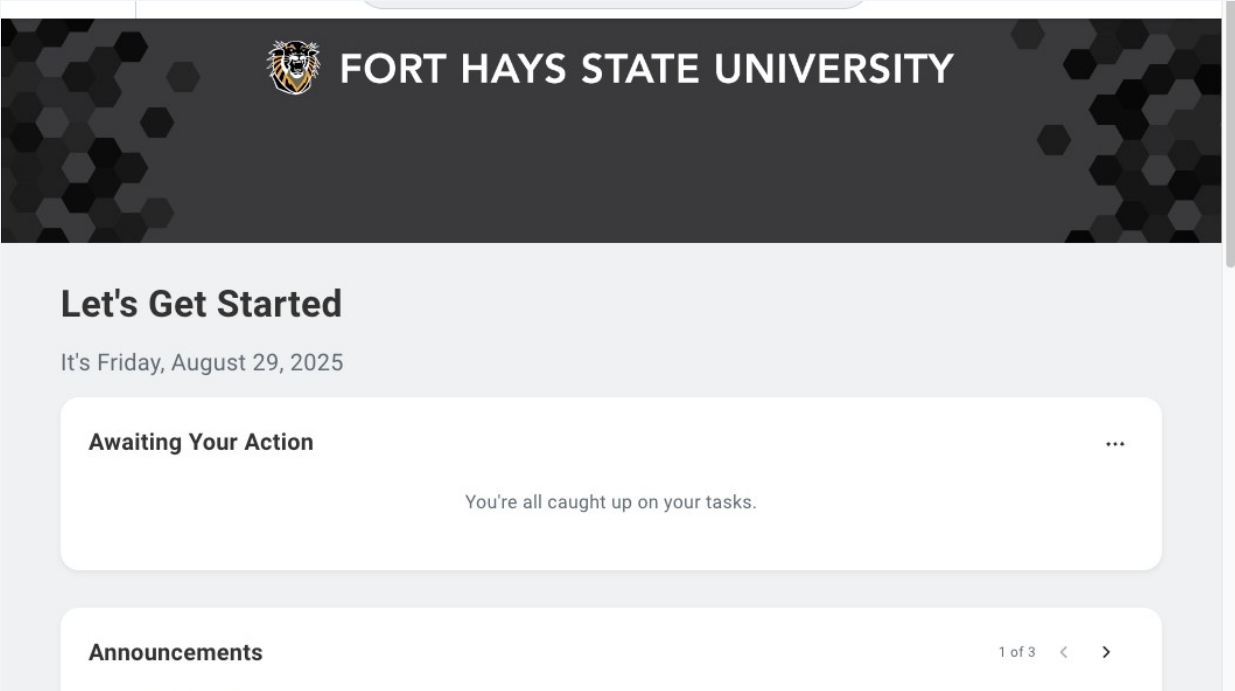


How to Apply for a Research Grant within Workday

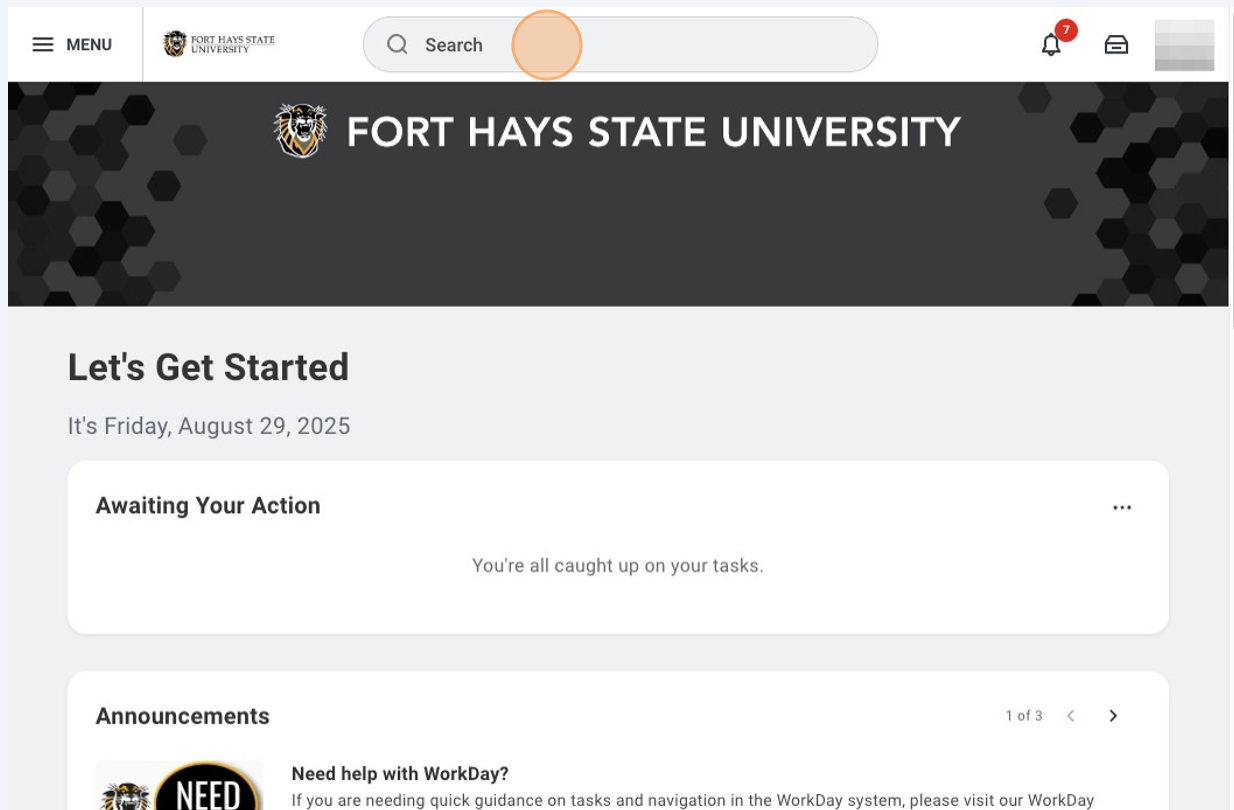


1

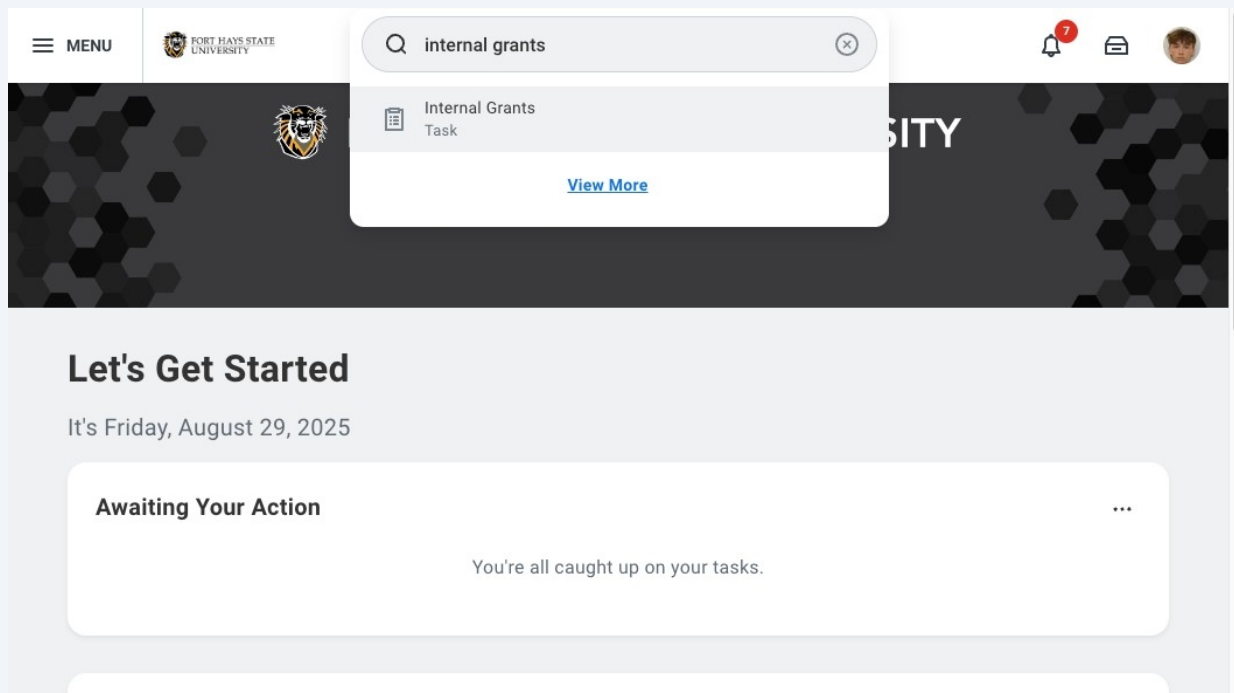
Navigate to <https://www.myworkday.com/fhsu/d/home.html>



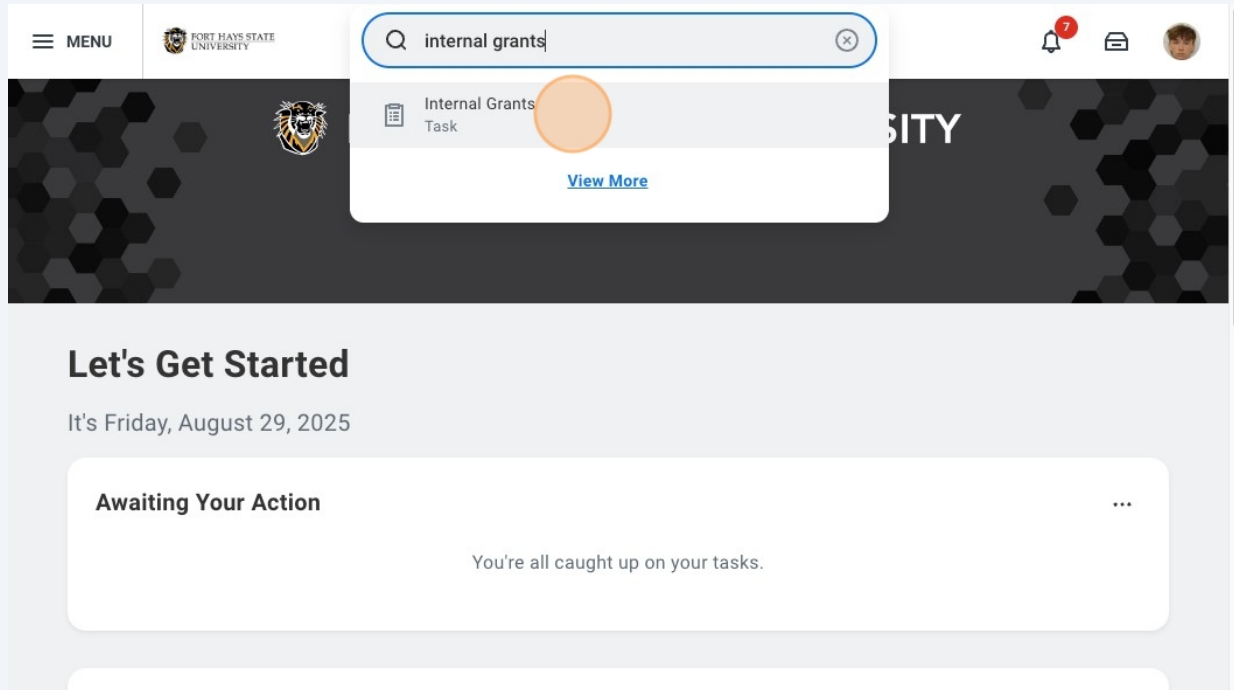
2 Click the "Search" field.



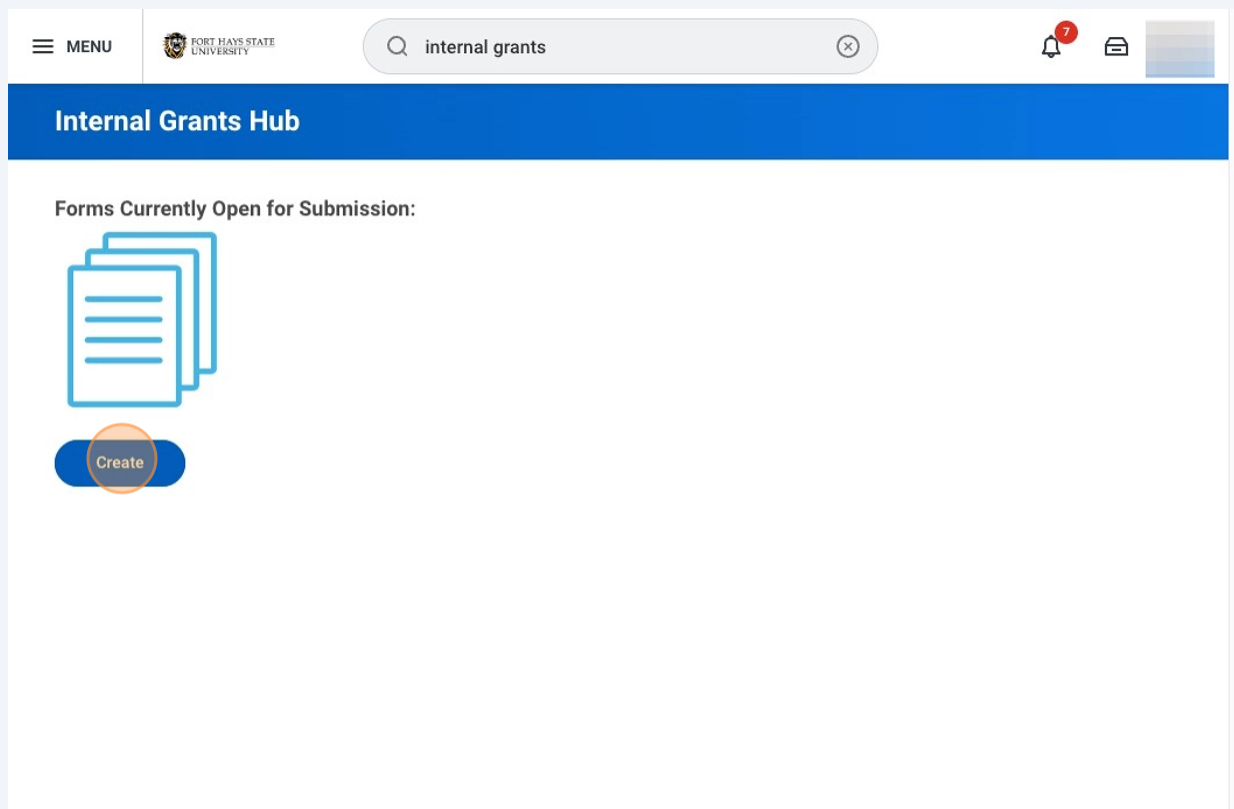
3 Type "internal grants"



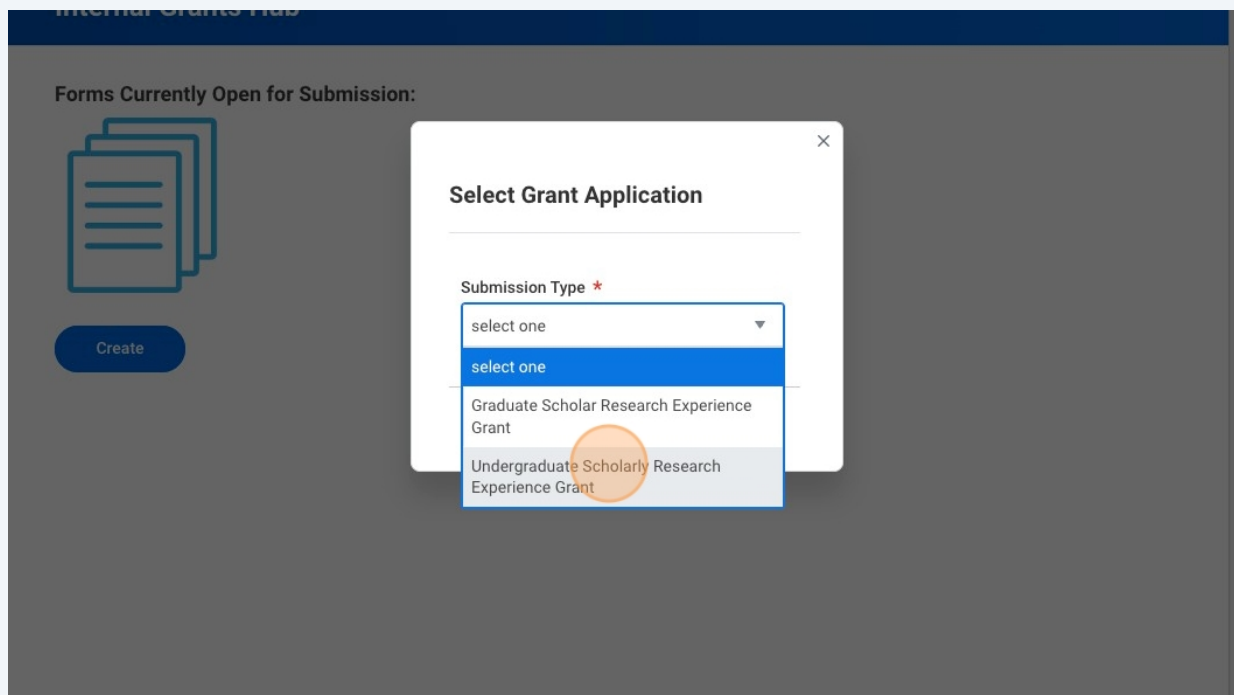
4 Click "Internal Grants"



5 Click "Create"



6 Select the grant you would like to apply for from the dropdown.



7

Click "OK"

Internal Grants Hub

Forms Currently Open for Submission:



Create

Select Grant Application

Submission Type *

Undergraduate Scholarly Research E... ▼

Cancel OK

8

Fill in your information. Your primary department is your major, and college is the unit your major falls within (Ex. Werth College of Sciences, Technology and Mathematics).

The screenshot shows a web browser window with the URL 'internal grants' and a search icon. The page title is 'Part One: Personal Information'. The form is divided into two main sections. The first section contains three fields: 'Submitted by :', 'Date', and 'Submission Type :'. The 'Submitted by :' field is a blurred image, the 'Date' field contains '08/29/2025', and the 'Submission Type :' field contains 'Undergraduate Scholarly Research Experience Grant'. The second section is titled 'Personal Details' and contains three fields: 'Phone Number:', 'Primary Department:', and 'College:'. The 'Phone Number:' field has a blue circle icon next to it. At the bottom of the form, there are two buttons: 'Next Page' (blue) and 'Cancel' (white with a blue border).

Submitted by :	Date	Submission Type :
	08/29/2025	Undergraduate Scholarly Research Experience Grant

Personal Details

Phone Number:	Primary Department:	College:

[Next Page](#) [Cancel](#)

9 Click "Next Page"

Submitted by : Date Submission Type :

08/29/2025 Undergraduate Scholarly Research Experience Grant

Personal Details

Phone Number: Primary Department: College:

7856284321 graduate school werth college

Next Page Cancel

10 Enter the name of your project/proposal.

Proposal Title Please select your Research Supervisor *

athlete food study

File Upload *

Upload

Please upload the USE Application Form.

11

Click the "Please select your Research Supervisor" field, and type the name of your research advisor. Workday will auto populate the name and you will need to select the correct person.

MENU FORT HAYS STATE UNIVERSITY internal grants

Part Two: Undergraduate Scholar Experience Information

Proposal Title athlete food study

Please select your Research Supervisor *

File Upload *

Upload

Please upload the USE Application Form.

12

Click "Upload" and select all the files that need to be attached for your application. Please see informational email for required documents needed for your application.

MENU FORT HAYS STATE UNIVERSITY internal grants

Part Two: Undergraduate Scholar Experience Information

Proposal Title athlete food study

Please select your Research Supervisor *
× Dr. Keith A Bremer

File Upload *

Upload

Please upload the USE Application Form.

13 Click "Submit"

Part Two: Undergraduate Scholar Experience Information

Proposal Title
athlete food study

Please select your Research Supervisor *
× Dr. Keith A Bremer

File Upload *

XLS

Upload

Please upload the USE Application Form.

Submit Previous Page Cancel

14 Click "Submit". You must click submit again to fully submit your application.

Internal Grants

Confirmation

Clicking Submit will submit your application

Submit

Cancel