OURC/Baker Fund Awards

Request for Proposals: Academic Year 2023-2024

PROPOSAL DEADLINES
   Fall Cycle: Thursday, October 5, 2023, 4:00 p.m.
   Spring Cycle: Thursday, February 8, 2024, 4:00 p.m.

STATEMENT OF PURPOSE
The Research Division invites OURC/Baker Fund proposals in support of research, scholarship and creative activity at Ohio University, ranging in scope from initial stages to those activities that are near completion. The scholarly, technical, or artistic merit of a proposed project is the primary criterion for evaluation.

NEW FOR FY24: As a pilot, external reviews will not be routinely solicited as part of the review. However, the Research Division retains the right to solicit external reviews if deemed necessary.

ELIGIBILITY

While tenure-track faculty and full-time continuing administrative staff are the focus of this program, those faculty members on all of Ohio University's campuses whose job descriptions include research responsibilities are eligible to submit proposals in any field of study. Non-tenure-track faculty will be considered for prior approval by contacting Carma West (westc@ohio.edu). The recipient is expected to remain at Ohio University for at least one academic year after receipt of an award; support during faculty fellowship leave is allowed.

NOTE: *Postdoctoral fellows are not permanent administrators and therefore are not eligible*.

The following types of projects are not eligible for funding: Activities related to an advanced degree program of the applicant; projects for development of curriculum; purchase of instructional materials or equipment; dissemination of a research/creative project; or the furtherance of an administrative function of a department, school, college, or other University unit.

An individual may submit only one proposal to the OURC/Baker Fund in any cycle as a principal investigator or co-investigator. Investigators may only hold one active OURC/Baker Fund award as a principal investigator or co-investigator. Proposals that were unsuccessful on the first submission can be resubmitted two additional times (initial submission plus two resubmissions).

PROPOSAL PREPARATION GUIDELINES
These guidelines supersede previous versions. Please review the guidelines before submitting a proposal. Many committee members feel that the care with which a proposal is prepared indicates the care with which the work will be done by the investigator.

The OURC/Baker Fund provides support for research, scholarly, and creative activities for up to 12 months following notification and account establishment. **Funds cannot be used to reimburse expenditures prior to account establishment dates.** All projects must be completed within 12 months of the award notification, unless the applicant seeks prior approval for up to a six-month extension, i.e., 18-month project period.

Questions concerning the proposal preparation process should be directed to Carma West at westc@ohio.edu.

**Please Note: Proposals that do not conform to the OURC/Baker Fund format requirements presented in this Request for Proposals document will be reviewed, but will not be eligible for funding and will count as a submission. **

PROPOSAL SECTIONS
All proposal sections **must be double-spaced and use 12-point font** that is clear and legible, <u>except</u> the bibliography, biographical information, other support, budget and justification, and appended materials, which may be single-spaced in a legible typeface. Figures, charts, tables, legends, and footnotes in these sections may use a smaller font size and may be single-spaced, but all text **must** be clear and readily legible. Margins **must** measure one inch (1") or greater on all sides.

Pages should be numbered to facilitate the review process. The page lengths for each section indicate the maximum length for that section of the proposal.

1. Cover Page   use OURC/Baker form

2. Checklist   use OURC/Baker form

3. Abstract*   1 double-spaced page

4. Introduction (*resubmissions only*)*   1 double-spaced page

5. Discussion*   10 double-spaced pages

6. Durable Impact and Sustainability*   1 double-spaced page

7. Glossary/Definition of Terms* (*not required*)   2 double-spaced pages

8. Bibliography (*not required*)   3 pages

9. Biographical Information (*applicant(s) and key personnel*)   3 pages per person

10. Other Support (*not required*)   1 page per person

11. Budget and Justification   no limit specified

12. Appended Materials   10 pages; no more than 10
                                                           minutes of footage

Sections marked with an asterisk (*) should be written in language understandable by an informed layperson to assist in the review.

1. Cover Page *(Use provided OURC/Baker form)*
Prepare a cover page (available at https://www.ohio.edu/research/funding). Signatures **must** be obtained by the applicant; electronic signatures or multiple cover pages for individual signatures are allowable.

2. Checklist *(Use provided OURC/Baker form)*
Prepare and sign the checklist (available at https://www.ohio.edu/research/funding).

3. Abstract *(1 page maximum)*
The abstract must include a brief description of the project, significance (advancement of knowledge in the field and relevance for the broader society), methodology, and expected outcomes. To accommodate the varied backgrounds of the committee members, the **abstract must be written in language understandable by an informed layperson**.

4. Introduction (**must be included in resubmissions ONLY**) *(1 page maximum)*
Summarize any substantial additions, deletions, and changes that have been made. The introduction should briefly respond to criticisms of the previous application and **should be written in language understandable by an informed layperson**.

If an applicant includes this section for a project that is not a resubmission, it will count towards the page limit of the Discussion section and may render the application noncompliant.

5. Discussion (including methodology) *(10 pages maximum)*
The applicant **must** use lay language so the applicant's plan is accessible to those outside the field. The discussion section communicates the applicant's plan and must adequately answer the following questions:

1. What do you intend to do?
2. Why is the work important to furthering the field?
3. What has previously been done in the area? What still needs to be done?
4. How will the work be done? **The discussion also should include a clear statement of the progress already achieved and what will be achieved during the award period. Inclusion of a timeline for the completion of the specific aims of the project must be included.**
5. How will it be evaluated/analyzed?

The required format for this section is:

A. Specific Aims:

Describe precisely what will be accomplished in the work. If the proposed project is part of a larger body of work, clearly identify the portion that will be completed with the OURC/Baker Fund resources. The hypothesis, research questions, or premise of the research or creative activity should be stated clearly.

B. Significance:

Outline the background to the project and why the proposed work is important and relevant to previous work and the field. Indicate how the results will be disseminated. Knowledge gained through project activities that is not disseminated through articles, performances, and other venues cannot make a contribution.

** Professional significance to the applicant and broader impacts to society should be discussed in the Durable Impact and Sustainability section.

If the proposed research/creative activity has been vetted through an external review process that demonstrates the value of the proposed work, then this should be mentioned in this section with proof provided in the Appended Materials section. Examples include:
- A project under contract with a prestigious, external publisher.
- Research previously reviewed by an external funding agency, including reviewer comments requesting additional data.

Note, OURC/Baker funds can only be used for research/creative activity and not dissemination of the final project.

C. Preliminary Studies of Applicant:

Provide an account of the applicant's previous studies or work in the area in order to document expertise in the proposed area of study.

D. Methods:

The methodology should be clearly related to the proposed specific aims and hypothesis, research questions, or premise. Resources (e.g., facilities, access to subjects, and databases) to be used should be described in this section, as well as the extent to which their use has been assured. Test instruments, questionnaires, survey forms, letters of consent, technical drawings of equipment, and other supporting materials should be included in the "Appended Materials" section.

Program and/or data analysis should be included in this section. The inclusion of a timeline is required to explain what has and will be accomplished and to describe the interdependence and timing of project tasks, as appropriate.

Training in new techniques may be necessary to carry out the proposed project. Applicants can only request funding for these activities if the training is a necessary part of a research or creative activity project; a full justification must be provided.

E. Collaborations:

Collaborators, either faculty or staff from Ohio University or another organization, must include an email or letter confirming their commitment to the project in the Appended Materials section.

Discussion of roles and expertise related to the project must be described in this section. Students involved in the project should have their role defined as well.

F. Confidentiality:
If the applicant plans to disclose ideas, practices, or processes for which patent protection will be or is being sought, the applicant should reach out to Carma West (westc@ohio.edu) prior to submission.

6. Durable Impact and Sustainability:
In this section, the applicant should demonstrate the durable impact of pursuing the proposed project. This should include:
- How the project relates to their ongoing research/creative objectives and their longer term career goals.
- How the applicant will secure the resources needed to continue the proposed project. This includes identifying potential sponsors/grants for continued support.

Note: OURC/Baker Fund resources should be used to help progress a project towards completion, dissemination and contribution to the applicant's career and to the field. Therefore, it is important that the applicant contextualizes the significance of the proposed work to longer-term goals beyond the project period.

7. Glossary or Definition of Terms (if appropriate) *(2 pages maximum)*
Some disciplines use acronyms or terms that are unfamiliar to an informed layperson. Inclusion of a glossary may be helpful to better understanding of the project. Each Glossary term must be highlighted the first time it appears in the Discussion. **Illustrations are acceptable within the Glossary but must not be used to circumvent the page limits of the Project Narrative.**

8. Bibliography *(3 page maximum, no spacing or font requirements)*
A carefully selected bibliography can strengthen a proposal by indicating to the reviewers that the applicant is aware of significant and current literature in the field. If appropriate to the discipline, an annotated bibliographic essay may be prepared, but it should include sufficiently detailed citations for the references listed.

9. Biographical Information *(3 page maximum per person, no spacing or font requirements)*
Include the following information for each of the applicant(s) and key personnel:
- General information: Name, highest academic degree, position and duration at the University, other professional positions and terms of service, experience, and accomplishments.
- Publications: Include only papers that have been published, are in press, or have been submitted for publication and are under consideration by the publisher.
- Papers presented and abstracts.

Accomplishments, publications, and papers presented *within the last five (5) years <u>only</u>* should be provided in this section. Memberships, participation in workshops or conferences, courses taught, scholarships, or committee memberships may be included if they have direct relevance to the proposed project.

10. Other Support *(1 page maximum <u>per person</u>)*

A. Previous University Funding:
For applicants and key personnel, list all <u>project-related funds received within the last three years, including</u>:
- previous university research awards, including OURC and Baker Fund.
- non-grant funds received from college and department sources, including all start-up funds (from any source) and project support.

For each include:
- sponsor,
- project title,
- award date,
- dollar amount, and
- outcomes/deliverables including presentations, exhibitions, publications, and subsequent funding secured.

B. External Funding:
List all proposals submitted to outside agencies for this or any other project within the past three years. Include the same information as for internal funding.

11. Budget and Justification *(1" or greater margins on all sides; no page, spacing, or font size requirements)*

This section should include:
- the budget breakdown by line items,
- total budget request amount,
- sources of matching funds (if applicable), and
- budget justification.

Funds may be requested for student wages, equipment, supplies, travel, and other bona fide project expenses. All project expenses that will be covered with sources other than OURC/Baker Fund should be clearly identified. The committee will give first priority to project expenses that constitute major obstacles to the completion of the project.

- The maximum award is $15,000.
- All budgetary items should be justified as to their relevance to the project. Without sufficient justification, items may be eliminated.
- Travel support for attendance at conferences, short courses, and symposia is not allowed.
- Applicants are reminded that all equipment, reference materials, and supplies purchased with OURC/Baker Fund resources remain Ohio University property.

Categories of budget items include:

A. Consumable Supplies: Provide adequate detail so that a person not knowledgeable in the field of the proposed research can assess the request. If the budget item is a common consumable supply generally available in most laboratories, offices, or studios, please justify the purchase with OURC/Baker Fund resources.

B. Travel: Travel expenses **must** be broken down into transportation, meals, lodging, and any other categories, and the basis for the figures **must** be provided. Travel support will be provided only for the furtherance of the proposed project.

Support for professional development is not allowable unless it is directly related to the proposed project and fully justified.

For domestic travel: The <u>maximum</u> level of reimbursement for meal expenses and hotel rates will be based on the U.S. General Services Administration per diem rates found at www.gsa.gov/perdiem.

For international travel: The <u>maximum</u> level of reimbursement for meal expenses and hotel rates will be based on the U.S. Department of State per diem rates found at http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

Air travel **must** be booked using a p-card and the Concur system through Christopherson Business Travel (CBT) per the University's travel policy. Any travel reimbursements must adhere to travel policy 41.121.

C. Student Wages: Student hours and pay rates should be justified based on the nature of the work being done. Include hourly wage to be paid to the student and the number of hours to be worked. For undergraduates, pay rates above minimum wage will not be funded without a detailed justification. The Ohio minimum wage can be found at https://www.dol.gov/agencies/whd/minimum-wage/state#oh. For graduate students, pay rates should be justified based on semester stipends and percentage of effort. ****Please Note: Under no**

circumstances does support for graduate student wages or stipends include or "trigger" a tuition waiver.

The role and task of any personnel on the project <u>must</u> be defined in the justification and/or the discussion section.

D.   Equipment: Requests for equipment should be made only after a conscientious search has been conducted to determine whether this equipment is already on campus and available through a loan or share arrangement. For computers and equipment, the specifications and capabilities must be stated and sufficiently justified. Any equipment purchased with OURC/Baker Fund resources is the property of Ohio University, not the applicant.

E.   Other: Costs for transcription charges, photocopying charges, postage, purchase of essential publications, and fees paid to participants are eligible.

The following costs are ineligible for OURC/Baker funding:
*   Faculty stipends, salary for the summer or for an academic year semester, or salary supplement while on leave under the University Faculty Fellowship Program.
*   Subventions costs (Applicants should apply to the Faculty Research Support Program, www.ohio.edu/research/funding):
    *   Typing drafts, preparing camera ready copy, or preparation of graphs, tables, or illustrations.
    *   Costs for publication page charges/fees, open access publication costs, reprint costs, and printing services for posters.
*   Travel to professional meetings and conferences.
*   Employment of technicians on an ongoing basis. An exception may be made for short-term assistance in areas where the project director lacks expertise.

F.   Total: Enter total dollar amount requested. The total requested may not exceed $15,000.

Please Note: If the applicant has other sources of funding, the applicant should present an argument that the requested funding is not a duplication of external or internal funding. Note, the committee looks favorably on efforts by applicants to seek outside sources of funding that can ensure sustainability.

12. Appended Materials *(10 page maximum; no spacing, margin, or font size requirements)*

All appended materials <u>must</u> be submitted electronically, unless otherwise approved prior to submission. Examples of what to include in this section include:
*   Test instruments, questionnaires, or survey forms that will be employed;
*   Examples of the applicant's previous work, including photographs, film, or audio footage (no more than 10 minutes in length). Their relevance to the proposed work should be explained.
*   Confirmation from collaborators that they will participate in the project (in the form of an email or letter from each collaborator).

- Evidence that the proposed research/creative activity has been vetted through an external review process that demonstrates the value of the proposed work.

All materials included in the Appended Materials section must be referenced in the Discussion section. The inclusion of preprints and reprints as appendices is not is not allowed.

PROPOSAL SUBMISSION

Submit **one (1) electronic copy** of the entire proposal (with required signatures) no later than 4:00 p.m. on the deadline date to Carma West (westc@ohio.edu). The proposal should be emailed as an attachment. All proposals **must** be a single file in Adobe Acrobat format (Mac users must include the file extensions .pdf in the file name) and **must** contain the entire proposal, including all appendices, unless authorized prior to the deadline.

SPECIAL INSTRUCTIONS

If there is anything about your proposal that requires special handling or consideration, it is essential that you contact Carma West (westc@ohio.edu) for approval prior to submission.

REPORTING REQUIREMENTS

A final report that describes significant outcomes, discoveries, or results must be submitted to Carma West (westc@ohio.edu) within four months following expiration of the award. If this award results in additional, external funds, please list the sponsors and amounts. **No future Research Division-funded internal awards will be made to the applicant without receipt of the final report.**

EXAMPLE PROPOSALS

Examples of previously funded OURC/Baker Fund proposals are available for review at: https://www.ohio.edu/research/funding.

Please Note: Due to significant changes to this OURC/Baker Fund program, example proposals may not be fully compliant with the current guidelines. *It is the responsibility of the applicant to ensure that their proposal is compliant with current guidelines*. If you have any questions about the proposal requirements, please contact Carma West at westc@ohio.edu.