

**The Patton College of Education and Human Services  
Ohio University  
Athens, Ohio 45701-2979**

**Graduate Research Fund Application  
(Faculty)  
[revised May 16, 2011]**

To fulfill the intent of the originator of this endowed fund and to ensure its perpetual use in keeping with this intent, the Patton College will administer the fund according to the following operational criteria:

1. The name of this endowed account is established through the Patton College of Education and Human Services as the Graduate Study and Educational Research Fund.
2. Investment of the endowed fund and annual allocations for expenditures will be made in accordance with the approved policy as adopted by the trustees of The Ohio University Fund, Inc.
3. One of the allowable uses of the fund is for the partial defrayment of research costs for Athens Campus graduate students. The guidelines provided in this document pertain to research projects conducted by Patton College faculty.
4. The College Research Committee (RC) in consultation with College faculty and the Dean has established criteria for approving funding requests.
5. This document, which specifies application procedures and related guidelines, can be obtained on the Patton College of Education and Human Services website or by request from the Senior Associate Dean for Research & Graduate Studies.
6. Applications for funding are due on or before the Friday of the 6<sup>th</sup> full week of an academic term—fall, winter and spring, under the quarter system or fall and spring, under the semester system. Awards will be made following the Research Committee's first meeting after the application deadline.

Applications and inquiries should be directed to:

Senior Associate Dean for Research and Graduate Studies  
c/o the Dean's Office  
The Patton College of Education and Human Services  
133 McCracken Hall  
Ohio University  
Athens, Ohio 45701  
740/593-4401

1. Limitations Concerning Awards:

- a. The Graduate Curriculum Committee has limited resources. The size of the grants awarded to faculty will be limited to \$2,500. In cases where funding external to the College has been awarded, matching awards may be requested up to an additional \$2,500.
  - b. Only expenses directly related to the performance of the research itself or preparing reports of the results will be eligible to be funded through this award. All funding requires receipts for reimbursement.
  - c. No funds will be awarded for a stipend or remuneration to the researcher.
  - d. Funding will be available for one year from the date of the award. Any unused funds at the end of one year will be returned to the Endowment Account. Extensions may be sought and will be reviewed by the Research Committee on an individual basis.
  - e. Requests for funds to support travel will be reviewed on an individual basis. The research design must support the request for travel. The award cannot be used to fund travel to disseminate findings from the research.
  - f. Faculty may receive funding in consecutive years so long as they provide a report showing that the previous year's work has been completed.
2. The RC expects that the Institutional Review Board (IRB) will approve all research involving human subjects. The IRB letter must be submitted to the Associate Dean for Research as evidence of IRB compliance prior to the release of funds.
3. Members of the RC will review applications for scholarly and/or technical merit. The Committee seeks a strong research design. It is the Committee's discretion to award or deny funds. At times the Committee may request revisions/clarifications to the applications.
4. **One paper copy and one electronic copy** should be sent to The Patton College of Education and Human Services Associate Dean for Research, 133 McCracken Hall. An application should include the following information in the specific order.
- a. Application Form/Cover Page
  - b. Project Narrative (including impact statement)
  - c. References
  - d. Budget and Justification
  - e. Appendices

The applicant should note that otherwise acceptable applications have been denied funding because the application did not adhere to the guidelines or because information needed to make an objective decision was not available to the Committee.

## APPLICATION FORM/COVER PAGE

Complete the Application Form/Cover Page in its entirety. Place a copy of the completed application page at the beginning of the paper copy as well as the electronic copy of the research application submitted.

### PROJECT NARRATIVE\*\*\*

The application must include a Project Narrative no longer than six pages in length (excluding references), single-spaced, using a font no smaller than 12 points. To accommodate the varied backgrounds of those reading the abstract, the abstract should be written in language understandable by an informed layperson, if possible. Guidelines of the 6<sup>th</sup> edition of the *Publication Manual of the American Psychological Association* (2009) or a scholarly style recommended by the specific discipline should be followed.

The Project Narrative will be evaluated on and should explicitly address as many of the following matters as appropriate and applicable to the proposed research project, preferably in this order and using these headings:

#### Objectives and/or Purposes

- research problem or question
- goals and objectives of the research (be sure that the scope of the project is realistic and attainable)

#### Perspectives and/or Theoretical Framework

- clear and coherent synthesis of relevant empirical literature
- clear theoretical rationale concerning the research
- relevance of the literature reviewed to the proposed research problem

#### Methods and/or Techniques

- mode of inquiry
- data source and sampling plan
- instrumentation and/or data collection procedures
- time frame for the project
- specific methods of analysis to be used
- issues of validity and/or credibility

#### Educational and/or Scientific Significance of the Project

- statement of the impact expected from the results of the project (i.e., how this research will advance knowledge in the field of study or how this research will impact practice)
- plan of dissemination of the results (who the results will be reported to and why, e.g., what conferences or what journals)

#### Reference List

- List of citations included in Project Narrative

- Be sure that all important references in the area have been included

The Project Narrative will be evaluated based on how clearly, completely, and coherently the narrative addresses these guidelines. The applicant should note that copying sections of a thesis or dissertation proposal usually does not adequately address the above requirements. The RC recommends that a proposal specific to this research fund application be written.

## **BUDGET AND BUDGET JUSTIFICATION**

Please complete the budget in the format below. Submit with your budget a budget justification of no more than one page. The justification should delineate exactly how monies will be expended. Also include **Other Sources** in your budget justification. The budget will be evaluated based upon feasibility and appropriateness relative to the proposed research project. Following are appropriate budget categories.

**Salaries**—research support, transcription services, release time, data entry, or GA support

**Benefits**—required benefits to be paid on research support (if applicable)

**Supplies**—items that are used up/nonpermanent, expendable

**Travel**—purpose and details of the travel should be listed and estimated dollar amounts entered

**Communication**—film and data processing, postage, video and film supplies, copies of surveys

**Equipment**—due to limited funds, request for equipment should be made only after it is determined that the needed equipment is unavailable on campus through a loan or share arrangements. Any equipment purchased by the Research Endowment will become the property of the Patton College of Education and Human Services.

### **SAMPLE BUDGET**

<b>Item</b>	<b>Requested</b>	<b>Other Sources</b>	<b>Total</b>
<b>Salary</b>	\$720	\$0	\$720
Transcription Services—8 one-hour tapes @ 6 hours each @ \$15/hour			
<b>Supplies</b>	\$24	\$0	\$24
Cassette tapes—8 one-hour tapes @ \$3.00			
<b>Travel</b>	\$256	\$119	\$375
5 trips to Columbus to conduct interviews—150 miles @ \$.50/mile			
<b>Communication</b>	\$0	\$176	\$176
400 stamps @ \$.44/stamp			
<b>TOTAL</b>	<b>\$1,000</b>	<b>\$295</b>	<b>\$1,295</b>

## SAMPLE JUSTIFICATION

**Salary**—Hire Jane Doe to conduct transcription. She will transcribe 8, one hour tapes. Each hour of tape takes six hours to transcribe. There are 24 hours of transcription at \$15 per hour for a total of \$720. I am requesting \$720 from this fund.

**Supplies**—Purchase cassette tapes to record interviews. There will be eight interviews that will last one hour each. Eight one-hour tapes at \$3.00 per tape equal a total of \$24, which I am requesting from the fund.

**Travel**—Five trips to conduct interviews in Columbus, OH. The first four interviews will be conducted on a Saturday. But the remaining four will be conducted in the evening (1 per trip). (The federal reimbursement rate for automobile travel as of 11/2010 is \$.50/mile. For current rates go to: <http://www.ohio.edu/finance/travel/mileage.cfm>)

**Communication**—I will be mailing 200 surveys and each will contain a self-addressed stamped envelope. (The current first-class postage rate as of 11/2010 is \$.44/stamp)

## APPENDICES

Certain materials must be included in an Appendix.

1. If the applicant is requesting funds for a Graduate Assistant salary, a Graduate Assistant Position Description must be included.
2. If the applicant is requesting a course release, a letter of support from the faculty member's Department Chair must be included and any other documentation to indicate that a course release is feasible.
3. If the research involves human subjects or any data collected from human subjects, either (a) letter of waiver or approval from IRB or (b) copy of application or waiver request that was sent to IRB.
4. If the applicant is requesting funding over \$2,500, evidence of funding for this project from a source outside of the College of Education must be included (for example, the award letter).

Other materials, as appropriate, may be appended to the proposal.

The Patton College of Education and Human Services  
 Graduate Study and Educational Research Fund  
 Proposal Rating Sheet

Applicant: \_\_\_\_\_ Dept: \_\_\_\_\_ Title: \_\_\_\_\_

Proposal	Agree	Neutral	Disagree	Comments
Proposal guidelines met, proposal complete				
Funding request and budget within guidelines				
Budget is realistic and sufficient				
Goals for part of research for which funding is requested will be reached within funding time limit				
<b>Project Narrative</b>				
Appropriate style used (e.g., APA)				
Appropriate mechanics (e.g., grammar, font)				
<b>OBJECTIVES and/or PURPOSES</b>				
Research problem or question clearly stated				
Goals and objectives of the research obvious				
<b>PERSPECTIVES or THEORETICAL FRAMEWORK</b>				
Clear and coherent literature summary				
Clear theoretical rationale provided				
Literature is relevant to research problem				
<b>METHODS and/or TECHNIQUES</b>				
Mode of inquiry clear				
Data source or sampling plan explained				
Instrumentation or data collection techniques clear				
Time frame for the project provided				
Specific methods of data analysis proposed				
Issues of validity addressed				
<b>EDUCATIONAL or SCIENTIFIC IMPORTANCE</b>				
Clear impact statement				
Viable plan for disseminating results				
<b>REFERENCES</b>				
All citations included in reference list				
Important sources cited				
<b>APPENDICES (where required)</b>				
Appropriate IRB documentation				
Evidence of additional funding included, if needed				
<i>Other as appropriate</i>				

**Recommendation:**

Do Not Fund	Revise and Resubmit For Full Committee Review	Fund with Revisions For Subcommittee Approval	Fund with Revisions For Co-Chair Approval	Fund As Is
0	1	2	3	4

# Application Form/Cover Page

## Faculty Proposal

### Graduate Study and Educational Research Fund

Project Title:

Applicant Name:

PID#:

Department:

Address:

Phone:

Email:

Requested Amount:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide information below regarding external funding specifically related to this project if you are requesting the maximum \$5,000.

Sponsor: \_\_\_\_\_

Date Awarded: \_\_\_\_\_ Amount: \_\_\_\_\_

\*\*Please attach award letter in the appendix

*Please note:*

A final report of the research must be presented no later than one month following the end date of the grant. Faculty members are encouraged to provide other appropriate evidence of the completion of the funded activity. Examples are 1) brown bag luncheon, 2) a seminar or discussion group, or 3) a copy of published papers based on this research. Please acknowledge the Patton College of Education and Human Services Graduate Study and Educational Research Fund in any published materials.

**Office Use:**

Requested Amount \_\_\_\_\_ Funded Amount \_\_\_\_\_  
Award Duration \_\_\_\_\_ Quarter/FY \_\_\_\_\_