

Graduate Student Senate Travel & Original Work Grant Workshop

Tuesday, May 31, 6pm
Gordy Hall, Room 311

Wednesday, June 1, noon
Baker Center's Multicultural Center

Made possible by the generous support of
Graduate Student Senate
and the GSS Grant Review Committee



Outline

- The Grant Committee
- Travel Grants
- Original Work Grants
- Deadlines for Academic Year 2011-2012

The Grant Review Committee

Who we are:

Your fellow graduate students.

What we do:

Read and review grants according to the guidelines.

Travel Grants



Travel Grant Purpose

The travel grant is intended to further graduate education through participation in:

- seminars
- conferences
- workshops

The grant attempts to cover the majority of costs associated with such travel, but it can **ONLY** be used to cover:

- mileage
- airfare
- accommodations
- rental car

Travel Grants

- Lottery style—pure chance.
- Must include abstract and budget with grant application.
- Proof of conference acceptance can be provided after winning.
- Can only use money toward travel as originally stipulated in application.
- Lottery is conducted about the eighth week of the term.
Notified via email and GSS website.
- Read guidelines carefully (<http://www.ohio.edu/gss/grant/travel>).

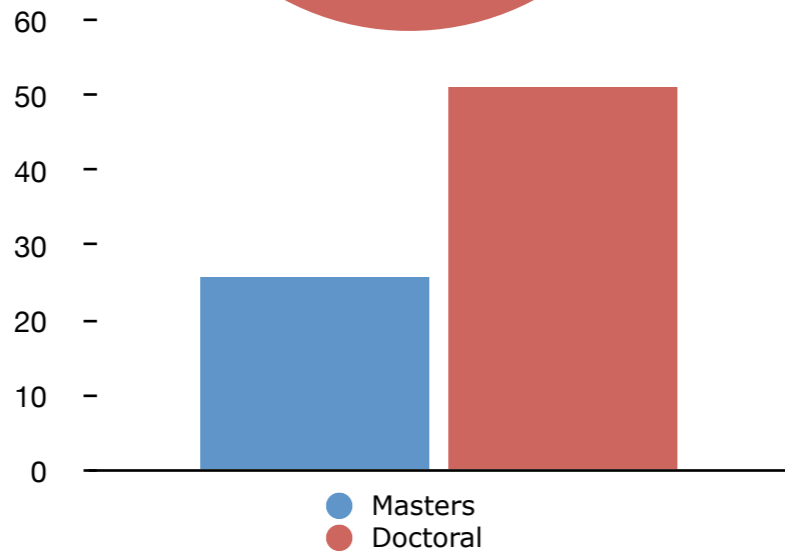
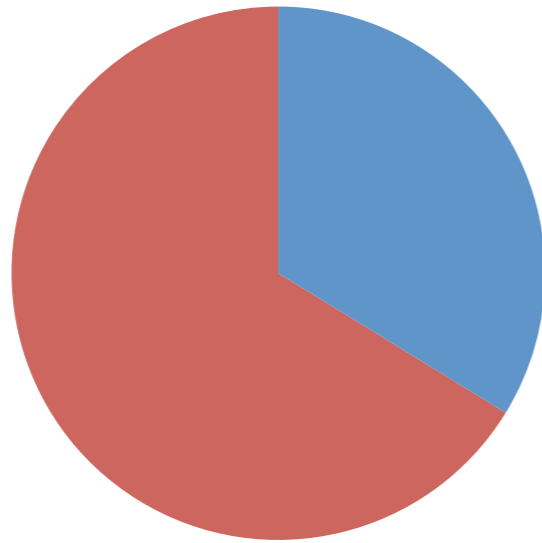
Travel Grant Common Mistakes

- Administrator
- Requesting too much
- Not having all the signatures
- Not handing in a complete grant.
- Applying too late. The earlier you apply, the better.

FALL '10

Total Travel Applicants

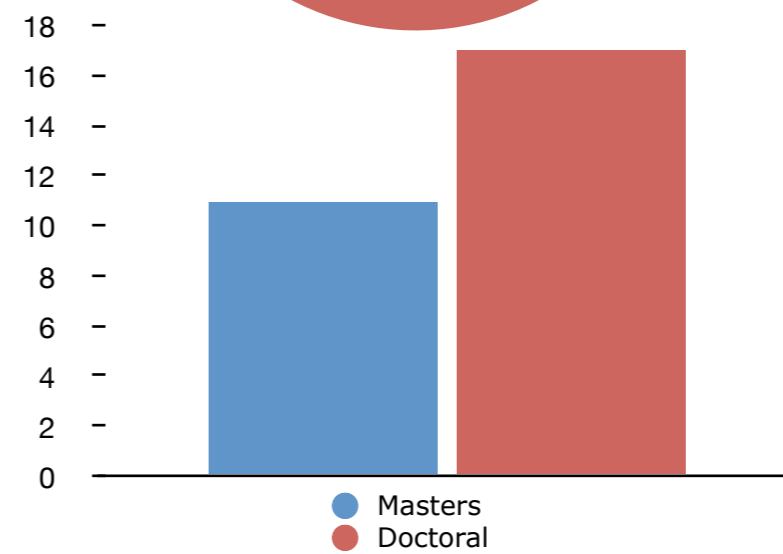
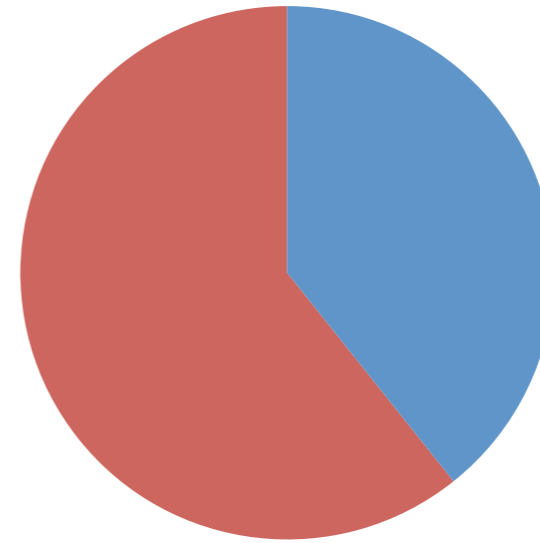
Masters	26
Doctoral	51
Total	77



FALL '10

Total Travel Awardees

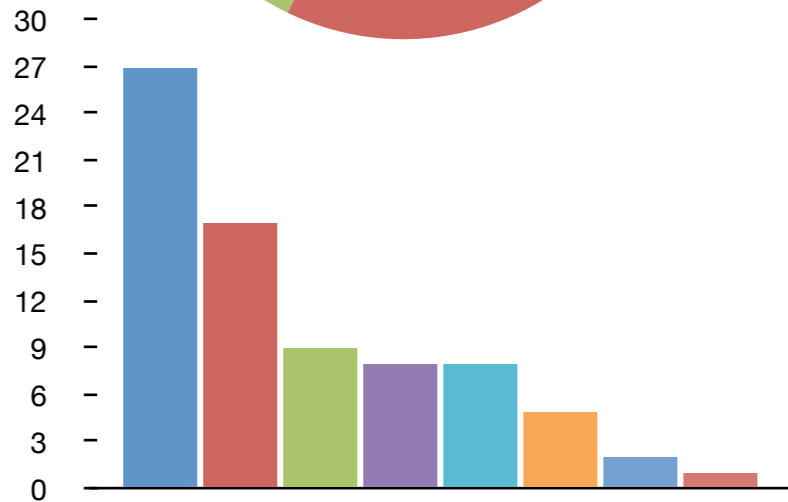
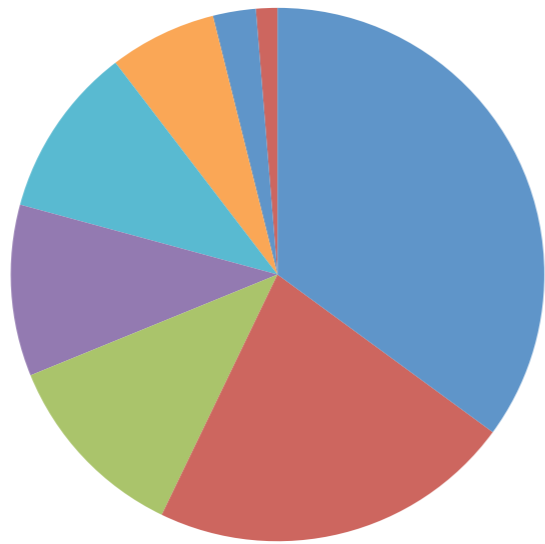
Masters	11
Doctoral	17
Total	28



FALL '10

Total Travel Applicants

Health & Human Services	27
Fine Arts	17
Scripps College of Communication	9
Arts & Sciences	8
Russ College of Engineering & Technology	8
Patton College of Education & Human Services	5
Center for International Studies	2
Voinovich School of Leadership & Public Affairs	1
Total	77

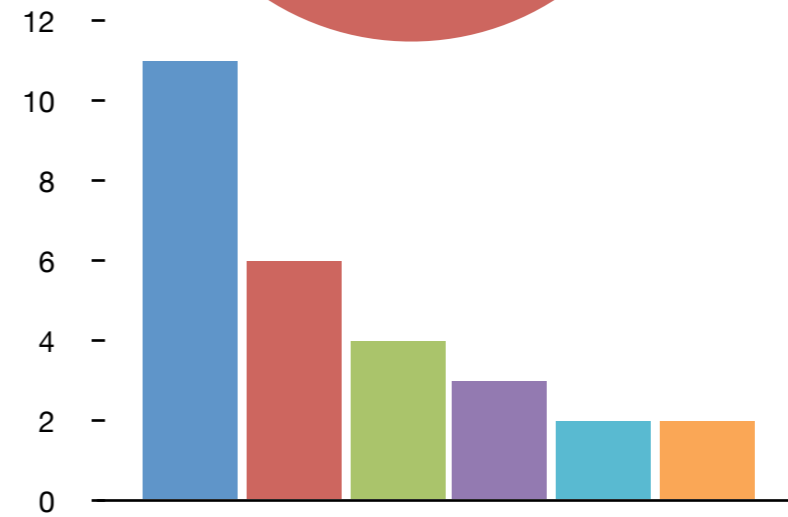
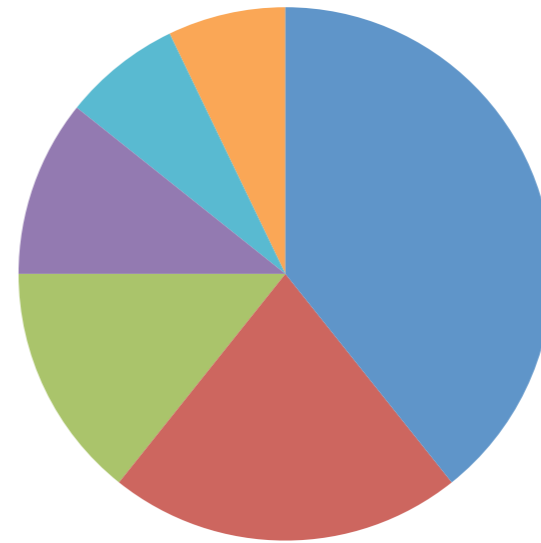


- Health & Human Services
- Fine Arts
- Scripps College of Communication
- Arts & Sciences
- Russ College of Engineering & Technology
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- Voinovich School of Leadership & Public Affairs

FALL '10

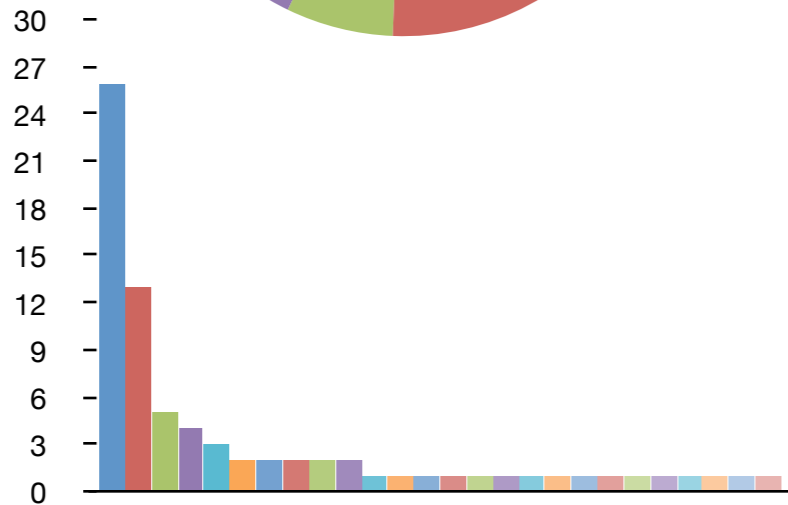
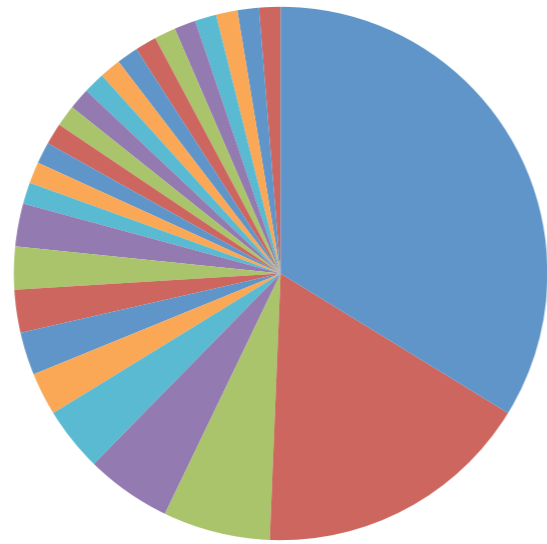
Total Travel Awardees

Health & Human Services	11
Fine Arts	6
Patton College of Education & Human Services	4
Russ College of Engineering & Technology	3
Arts & Sciences	2
Center for International Studies	2
Total	28



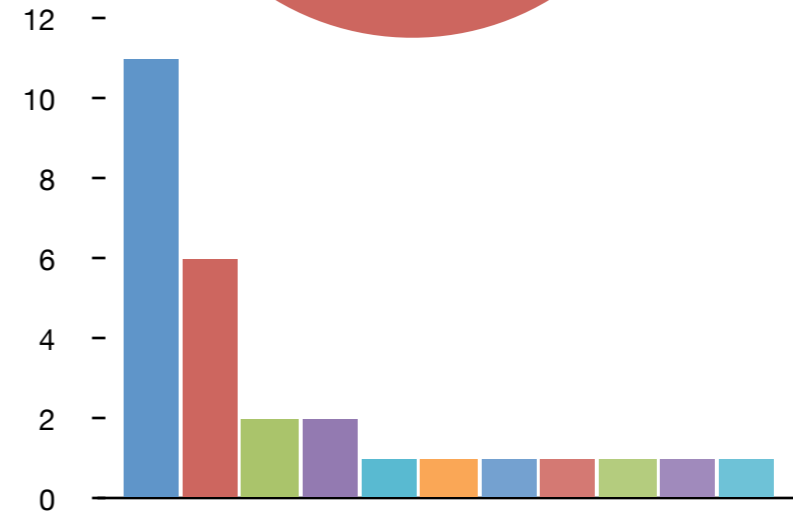
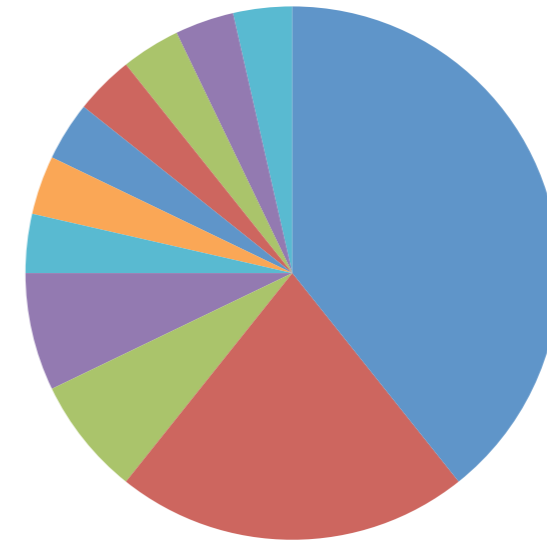
- Health & Human Services
- Fine Arts
- Patton College of Education & Human Services
- Russ College of Engineering & Technology
- Arts & Sciences
- Center for International Studies

Physical Therapy	26	Art	13
Media Arts & Studies	5	Chemical & Biomolecular Engineering	4
Communication Studies	3	African Studies	2
Counseling & Higher Education	2	Electrical Engineering & Computer Science	2
Environmental Studies	2	Teacher Education	2
Art History	1	Biomedical Engineering	1
Educational Studies	1	Film	1
Hearing, Speech, & Language Sciences	1	History	1
Industrial & Systems Engineering	1	Interdisciplinary Arts	1
International Development Studies	1	Journalism	1
Mathematics	1	Theater	1
Philosophy	1	Southeast Asian Studies	1
Physics & Astronomy	1	Political Science	1
		Total	77



- Physical Therapy
- Art
- Media Arts & Studies
- Chemical & Biomolecular Engineering
- Communication Studies
- African Studies
- Counseling & Higher Education
- Electrical Engineering & Computer Science
- Environmental Studies
- Teacher Education
- Art History
- Biomedical Engineering
- Educational Studies
- Film
- Hearing, Speech, & Language Sciences
- History
- Industrial & Systems Engineering
- Interdisciplinary Arts
- International Development Studies
- Journalism
- Mathematics
- Theater
- Philosophy
- Southeast Asian Studies
- Physics & Astronomy
- Political Science

Physical Therapy	11
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- Physical Therapy
- Art
- Electrical Engineering & Computer Science
- Teacher Education
- Chemical & Biomolecular Engineering
- Counseling & Higher Education
- Educational Studies
- Environmental Studies
- International Development Studies
- Political Science
- Southeast Asian Studies

Original Work Grants

My hobby: whenever anyone calls something an [adjective]-ass [noun], I mentally move the hyphen one word to the right.

Man, that's a sweet ass-car.



Original Work Grant Purpose

The purpose of the GSS Original Work Grant is to support graduate students’:

- research
- creative work

The grant is intended to fund direct project-related expenses such as:

- travel
- lodging
- materials
- equipment related to research

Any graduate student enrolled for at least 1 credit hour and pursuing a graduate degree at Ohio University can apply for this grant.

Very Important

Mandatory Sections	Page Limit
Abstract	1
Narrative	4
Literature Cited	No Limit
Budget	1
Budget Justification	2
Curriculum Vitae (per PI)	5
Optional Sections	
Appendix	3
Glossary	2

MUST:

- The entire proposal **must** be prepared using Times New Roman font at least 12-point size or larger.
- The font spacing **must** be double-spaced throughout the **entire** document.
- The entire proposal **must** have at least 1-inch margins all around.
- All pages in the grant **must** be numbered.
- The PI **must** submit **10** copies (including the **original**) for the program. All **10** copies (and original) **must** include the Original Work Grant application form.

Starting Your Proposal

General

- No tolerance for simple mistakes—typos, spelling, formatting, etc.
- DO NOT change margins to make stuff fit.
- Should be concise, clear, and succinct.
- Page # everything so that reviewers can communicate efficiently.
- This is for an original work grant—make sure it is such—not a curator for an art project, or managing research for another identity, or being on a research team lead by another researcher—this should be your work and your work only.
- Make sure to thoroughly review the Original Work Grant Guidelines on our Web site: <http://www.ohio.edu/gss/grants/>.

Cover Page needed for all submitted copies.

Signatures—must be there.

IRB Status

- If exempt, you should have a form from IRB saying that you are exempt.
- If not dealing with human subjects, write N/A.
- If pending, tell us your IRB pending #.

Abstract

Concisely summarize the proposed program – previous work, proposed work (goals and major objectives), methodology, outcomes, intellectual merit and broader impacts.

- One of the most important parts of your applications—you are setting the tone, language, and stage for your project.
- Pay careful attention to detail—spelling, grammar, and especially flow of content.
- Remember that you are the expert in your field of study, but that this is not true of your reviewers—this is true even for big time NIH grants, because research gets so specialized that it is often that you must write a grant for an educated individual, without being condescending or too specialized.
- This abstract is akin to an abstract you would find in a journal—it should include overview, why important (micro & macro level), methodology proposed, brief intended outlets of final results.
- Watch excessive use of technical terms in the abstract, use “lay language.”

Narrative

What do you intend to do? Why is the work important? What has previously been done in the area? How will the work be done?

A. Specific Aims/Objectives.

What will be accomplished in the work? If the proposed project is part of a larger work, clearly identify that portion of the project to be completed under this award. State hypothesis or premise.

B. Significance.

Outline background to the project and why the proposed work is important and relevant to previous work.

C. Preliminary Studies of Applicant.

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

D. Methods.

The specific actions needed to successfully complete the project should be detailed. The methodology should be clearly related to the proposed specific aims and hypothesis or premise. Facilities, subjects, and records to be used should be described and the extent to which their use has been assured should be included under this heading. Include methods for gathering and assessment of data.

Narrative

E. Outcomes/Broader Impacts

Indicate how the results will be disseminated. Who/what will be impacted?

One way to do this is to talk about:

Intellectual merit: How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative and original concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

Broader impacts: How well does the activity advance discovery and understanding while promoting teaching, training and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?)

Narrative Worksheet

	Item	Timeline	Outcome	Budget Items
Goal:				
Objective 1				
Activity 1a				
Activity 1b				
Objective 2				
Activity 2a				
Activity 2b				
Objective 3				
Activity 3a				
Activity 3b				

Narrative Tips

- Use headers if you can't provide transitions between background info, goals, methodology, etc.
- **MUST** be written without error.
- Tell us why (based on prior studies or power analysis) you are sampling the N that you are sampling
- Bold your terms that are included in your glossary.
- Include reasoning for WHY you are choosing given methodology or statistical analysis. E.g., Why are you doing a hierarchical multiple regression analysis, etc.
- Include the “so what” portion—i.e. why should we care and what is going to be done with this info upon completion (where published, presented, etc.)

Literature Cited, Budget, Budget Justification

Bibliography/Literature Cited

- If not needed, still include the page

Budget and Budget Justification

- Add more detail than you think it necessary into your budget.
- Unless otherwise stated, the budget should be presented as line items with budget breakdown (e.g., Hotel: 2 nights x \$100/night) and justification of expense
- Folks want to know exactly what they are forking out the money for.
- Make sure that you have been as economical as possible when planning your budget. And, if you're choosing one brand, consultant, etc. over another; tell us why.
- Make your compensation to students realistic
- Don't include travel—this is for the travel grant
- Tell us how you arrived at such numbers. i.e. if buying recording cassettes, give us website or store of your quoted price.
- If your budget is over \$750, then you must tell us where you are going to get the addition grant monies to cover, we want to know that this project will be completed through adequate funding from other sources before we fund.
- Make sure your budget numbers add up.
- Budget Justification builds on the budget, doesn't repeat.

CV, Appendix, Glossary

Curriculum vitae

- List most recent stuff first
- Must include OU GPA and expected date of graduation
- NO errors

Appendix

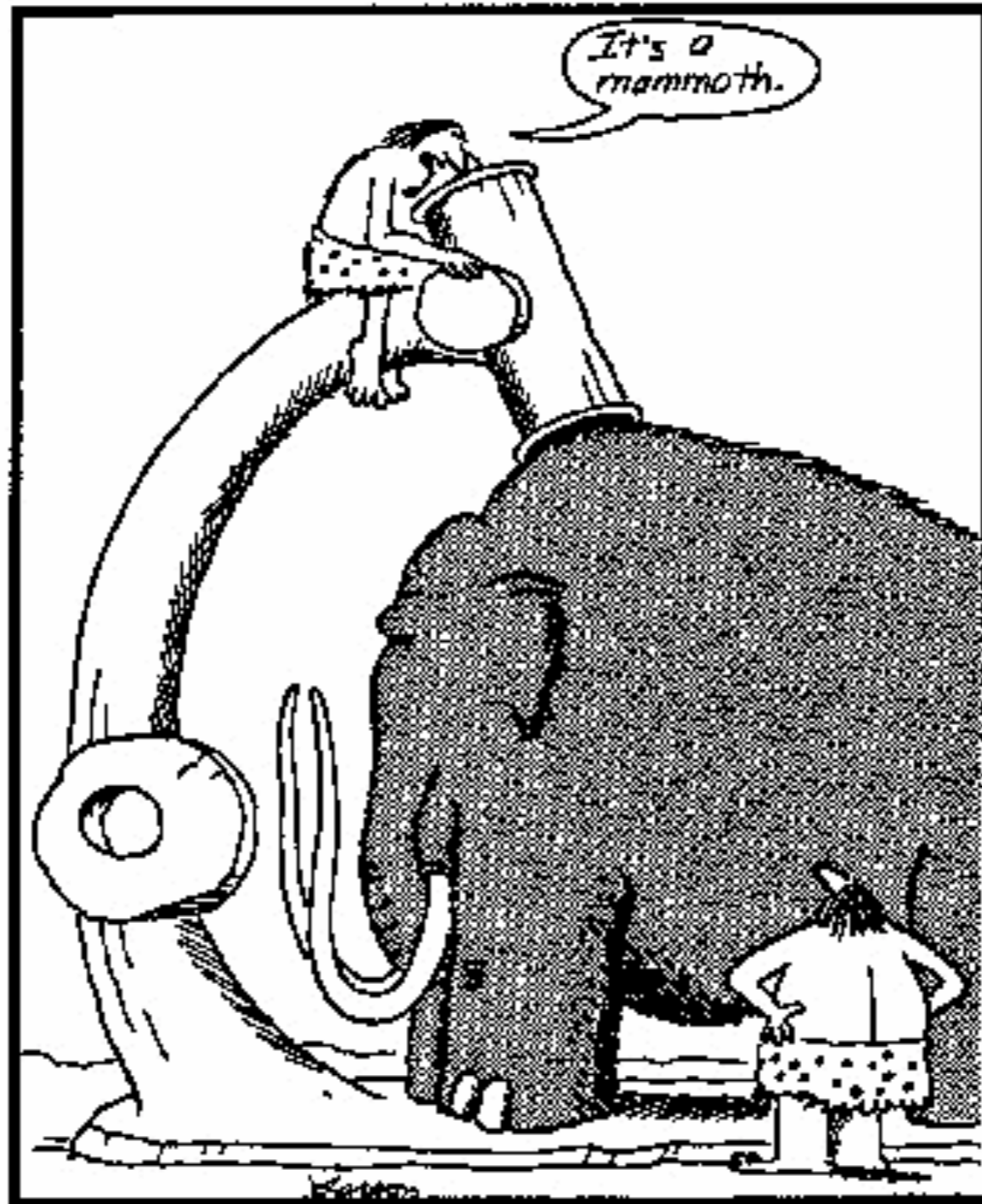
- Test instruments, questionnaires, survey forms, letters of support (financial or time), etc., drawings of equipment.
- The Appendix is not an extension of the Narrative.
- If including photocopies, make them readable.
- Should be referenced in text.

Glossary

- Make sure to define all words for general understanding of a lay audience.

Proposal Tips

- Ensure consistency!
- Surprises are great, but not in a proposal.
- Tell a logical story!
- Proposal review is not an Easter egg hunt.
- Be realistic!
- The world may have been created in a week, but research takes time. Focus on what needs to be done and can be done in the time and budget allowed.



Early microscope

Do's & Don'ts

DON'T:

1. Use overly technical jargon (This is a bit of a repeat of “Do” #5, but it’s really important so I’m saying it again!)
2. Write about activities in the narrative that require items which don’t appear in budget, or introduce new information in the budget that isn’t covered in the narrative. (We shouldn’t be hearing about your intention to use an interpreter or see costs for an additional trip in the budget if it wasn’t spelled out first in the narrative).
3. Be overly ambitious. If you say you will interview the president of Chile you better have a letter of support/collaboration from her office – furthermore, you should specify that you **DO** speak Spanish or be prepared to budget for translation costs or explain that the President speaks English.
4. Submit a proposal without proof reading it! (This is a HUGE personal “pet peeve” – typos and grammatical errors tell us that you couldn’t be bothered to re-read your work after printing it.) If you are not a native English speaker, ask a fluent English speaker to read your work before submitting your proposal. Bad grammar will not kill a proposal, but it can certainly damage your chances when combined with other problems.
5. Limit your methodology section to a discussion of how you will collect data – also tell us how you will **analyze** your data and what your analysis will tell you. You will need to spell things out for us. For example: “My analyses of the soil samples using the Western blot method will allow me to determine whether or not x or y compound is present in the sample. The presence of x will prove my hypothesis whereas the presence of y will disprove it.”

Do's & Don'ts

DO:

1. Follow the GSS Original Work Guidelines carefully. (Font, page limit, allowable costs, etc.)
2. Be sure to address the “**so-what**” question adequately. Tell us (quickly!) why we should care about your project.
3. Provide a **detailed** budget and budget narrative. The GSS guidelines also provide an example and explanation).
4. Explain how project will be completed if only requesting partial funding. For example, if your budget total is \$10,000 and you ask GSS for \$750, you need to explain where the remainder will come from. If you do not do this we will assume that your project is not feasible. Nonetheless, you should include all the items you will need to execute your project, even if you are not asking GSS to cover all of the expenses.
5. Write clearly. This sounds like a “duh” thing to say, but you would be surprised what types of things some people think are clear that might not be clear to people in other fields. When in doubt, ask someone NOT from your field to review your proposal prior to submission. (Always a good idea in all cases.
6. Use your glossary to explain or clarify certain words reviewers may not understand.

1st Q: Top 3 Most Common Mistakes

- Doesn't follow the compliance guidelines
- Doesn't write towards the guidelines that the req's are looking for (e.g. purpose, method, significance)
- Writes as if discussing the topic with faculty within their field

- Not following the "musts" on the preparation guide
- Using language that's too discipline-specific (and excluding a glossary for those terms)
- Failing to explain the significance of the project

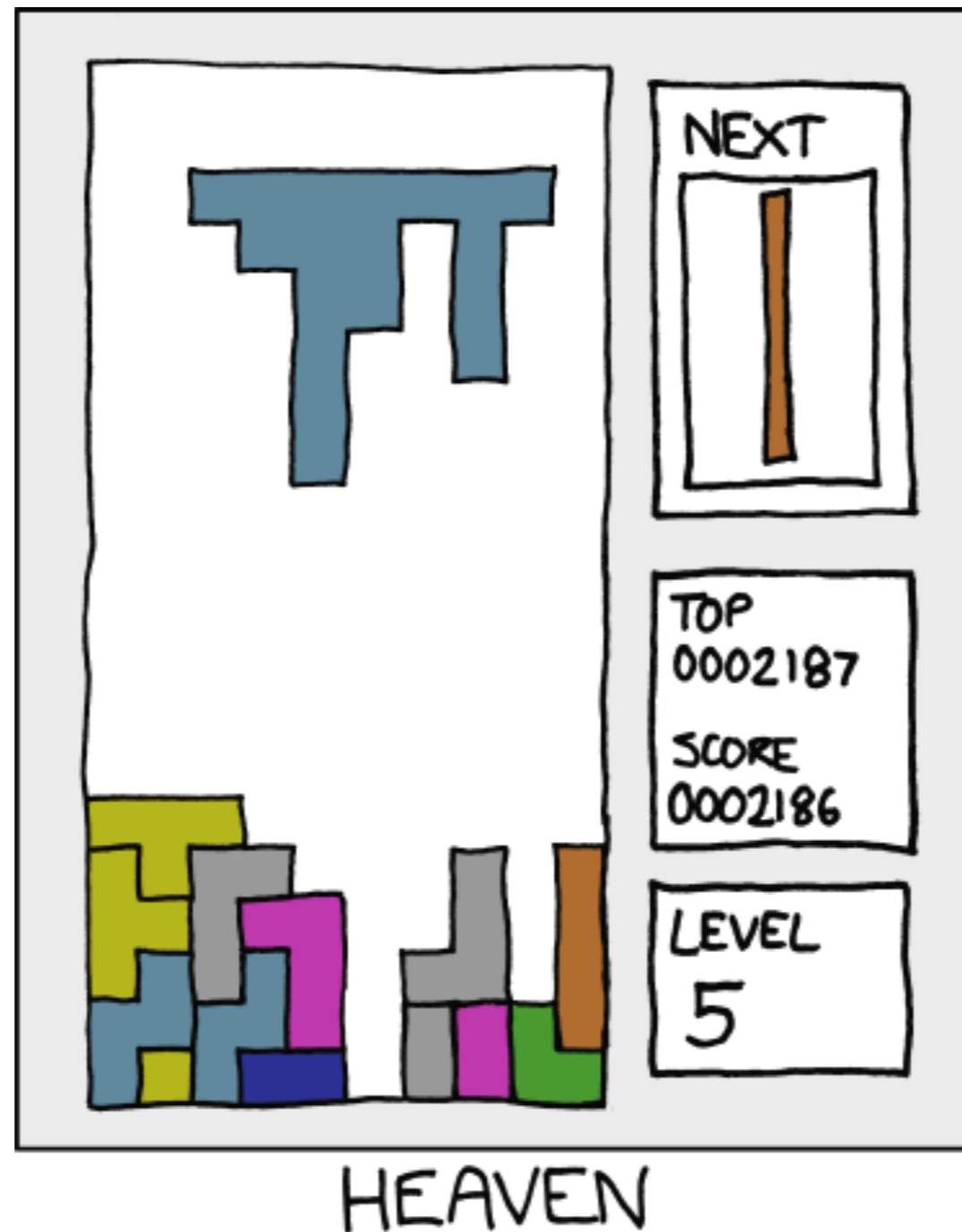
- Using generic/vague descriptions of data analysis
- Too much background information and too little information about the actual project
- Lack of explanation for how the project draws from, builds upon, and contributes to existing knowledge/theory

- Not using proper margins/spacing
- Not having the budget properly formatted
- Not including a glossary or an adequate glossary when it would be helpful

2nd Q: The Difference Between a Good Grant and an Outstanding Grant

- An outstanding grant is written clearly, concisely, and tells us exactly what the purpose is, how it is important, and how the writer realistically plans to execute the plan.
- An outstanding grant is focused, organized, and has a clearly defined project that we're being asked to fund. An outstanding grant that's focused tends to define the project's objectives (so it's moving in one clear direction instead of 5 poorly defined ones), is written in lay language, and explains the questions being considered for research (especially if it's an interview-related project). Outstanding grants include a timeline for the whole project (not just what they're asking us to fund) and include letters of support, especially if working outside of the country.
- An outstanding grants provide a clear sense of the timeline of events/procedures pertaining to the project. They articulate concise, concrete descriptions of project goals, procedures for fulfilling goals, and plans for disseminating results. They explain sophisticated meanings in lay terms for a general audience.
- An outstanding grant has objectives and methodology that are easy to understand for the reviewer, significance that is clearly stated, and implications for dissemination/future research that are described in the glossary/narrative.

In other words....
the difference between a good grant and
an *outstanding* grant: everything just flows and fits.

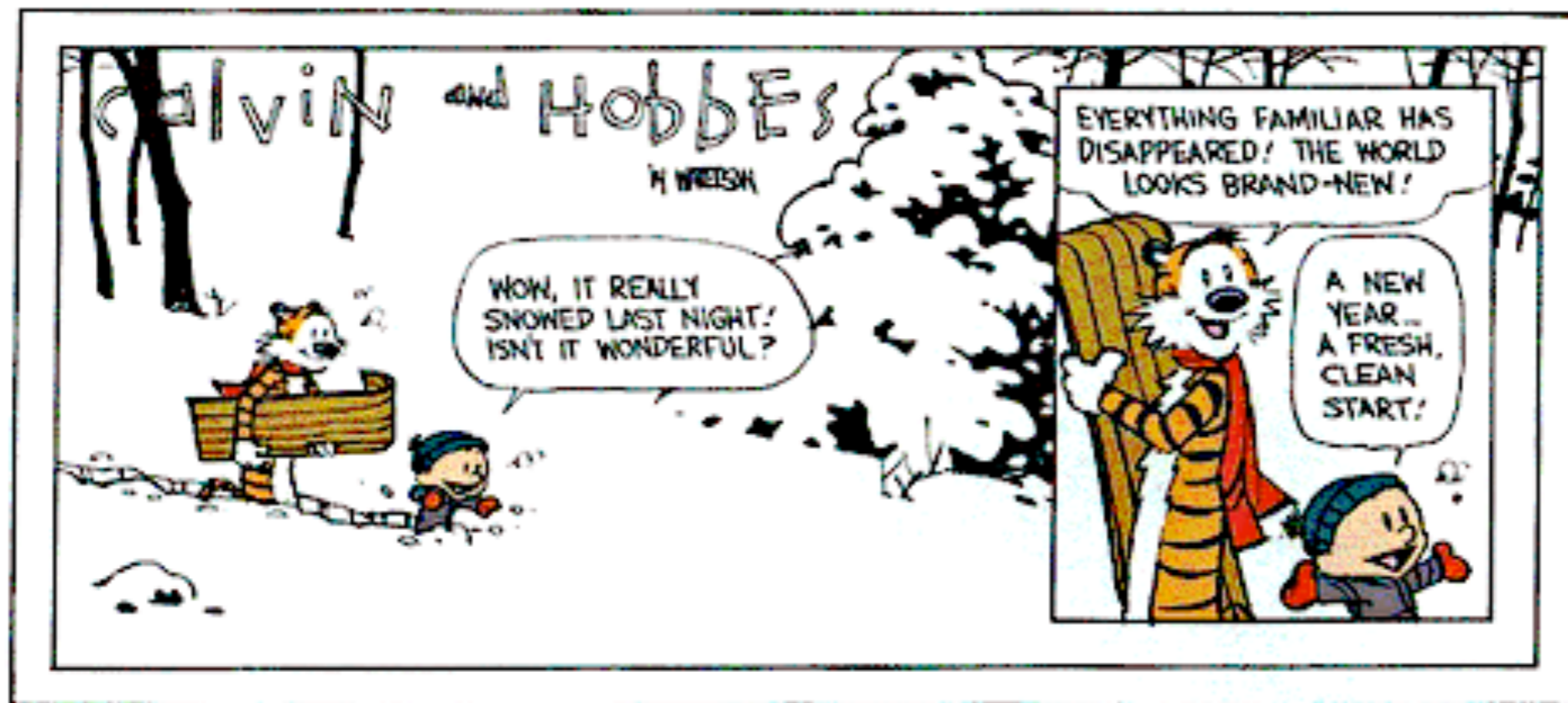


3rd Q: Take Home Message

- Preparation is one of the most useful ways to improve your grant. Last minute grants are easily noticeable and often lack important details that we want to know. Also, it is very useful to get someone else to read your paper in a critical light and give you tips for missing information or need for clarity. The more distant the person is from your specific field, the better.
- For me, I'd like them to remember to start the grant early. It's fairly easy for us to tell when the grant is rushed, and I think they'll find that spending a little bit more time on the grant now may translate into a more successful experience overall.
- "Balance" - a well proportioned proposal that establishes a warrant for the study and a clear description of the project itself.
- That it is very important to follow the preparation guidelines to avoid having a non-compliant grant.

Deadlines

- **Fall**
 - Travel Grants - By 5:00 pm, Friday, September 16, 2011
 - Original Work Grants - By 5:00 pm, Monday, September 19, 2011
- **Winter**
 - Travel Grants - By 5:00 pm, Friday, January 13, 2012
 - Original Work Grants - By 5:00 pm, Tuesday, January 17, 2012
- **Spring**
 - Travel Grants - By 5:00 pm, Friday, April 6, 2012
 - Original Work Grants - By 5:00 pm, Monday, April 9, 2012



Questions?