



The Graduate Student Senate Original Work Grant Program

Proposal Preparation Guide

PROPOSAL FORMAT

The purpose of this document is to provide the primary investigator (PI) with the basic formatting requirements when submitting a proposal for the Graduate Student Senate (GSS) Original Work Grant Program. These requirements should be strictly adhered to and any deviations from these **must** be pre-approved by the Chair of the GSS Grant Committee.

Font

The entire proposal **must** be prepared using Times New Roman font at least 12-point size or larger. This requirement may be waived for documents not prepared by the PI, such as third-party letters of access, or other documents that are attached in the appendix.

Margins & Spacing

The entire proposal **must** have at least 1-inch margins all around. All pages in the grant **must** be numbered. The font spacing **must** be double-spaced throughout the **entire** document. Third-party documents and other material (such as samples of previous work, newspaper articles, etc.) attached in the appendix may deviate from this requirement.

Curriculum Vitae Format

The PI's curriculum vitae (CV) **must** be prepared using 12-point font, with 1-inch margins all around. Line spacing is at the discretion of the preparer. In case of multiple PIs, each PI **must** submit a separate CV (no more than 5 pages per PI).

Page Limits

The entire proposal **must** contain the following sections: abstract, narrative, literature cited, budget, budget justification and curriculum vitae. The applicant is strongly encouraged to attach these sections in the order shown below. Optional sections include an appendix and glossary.

Table 1: Page limits for various sections of the Original Work Grant.

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

Copies

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. Failure to include the OWG forms on each copy or insufficient number of copies will render a proposal non-compliant and the proposal will not be considered for review. Page numbers should be used to aid in the review. DO NOT include a title page; this is the purpose of including the OWG application form on each copy of the grant. Please staple the application packet before submitting.

Multiple PIs

For a project with multiple PIs, the PIs can choose to apply either on separate proposals or as a single proposal. For a single proposal with multiple PIs, page limits remain the same and it is up to the PIs to make sure that they explain individual roles within these limits.

PROPOSAL CONTENTS

Application Form

The application form should be downloaded from the [GSS Original Work Grant Website](#) and it should be filled out in the correct format. The PI, the faculty advisor and the department graduate chair **must** sign the application form. Any information or signature that is missing from this form will render the proposal non-compliant and the proposal will not be considered for review.

Abstract

The abstract should provide a summary of the project, including the nature of the project, the execution and significance of the work. The abstract should be written in lay language so as to be understood by an informed audience of graduate student reviewers from a variety of backgrounds. The PI should avoid the use of discipline specific language within the text of the abstract.

Narrative

The narrative should provide a clear description of the work being undertaken by the PI. It should provide information on similar work and how the proposed project differentiates from these. It

should clearly state the goals of the proposed project and include a general plan of activities that will be undertaken to achieve these goals. It should detail and justify the research methods to be used and include a data analytic plan. Experimental methods and procedures to be used during the project should be clearly explained. The PI should also describe the overall significance of the project and how results will be disseminated (e.g. conference presentations, journal publications, thesis, etc.)

If the project is being conducted by a team, the PI should clearly specify his / her role in the project.

Literature Cited

The proposal should include appropriate references to the work cited in the body of the narrative. Literature should be cited using one of the following formats:

- APA
- MLA
- Science

If the PI does not cite any work, this section **must** still be included, stating that no literature has been cited.

Budget

The budget **must** be in tabular format and should include the following information:

- Cost breakdown for all items / travel necessary to conduct the project
- Cost of equipment that cannot be acquired on loan (justification should be provided)
- Source of matching funds, including personal funds

When the budget total for the project exceeds the amount requested from this grant, the PI should show how the remaining funds will be obtained, including use of personal funds.

Existing equipment or items necessary for the project should be indicated as in-kind match wherever applicable. If equipment needs to be purchased, this equipment will become the property of Ohio University.

The budget may include any salary expenses, but **must** not be charged to GSS as these cannot be paid by the grant.

In case of items that cannot be funded by GSS, the award letter will state which items do not qualify for GSS funding and the PI will be offered to accept a revised award.

Budget Justification

This section **must** start on a separate page from the actual budget. Not doing so will render the proposal non-compliant and it will be removed from the review process.

The budget justification should clearly state how **each item** in the budget will be used towards the completion of the project. The PI should justify **all** items listed in the budget. This section should also include an explanation on why any equipment needs to be purchased and the steps taken to ensure that it was not available on the Ohio University campus. Also list any faculty / staff that were contacted during the process. PIs should make sure that this section starts on a separate page from the actual budget. Not doing so will render the proposal non-compliant and it will be removed from the review process.

Curriculum Vitae

A professional CV of the PI should also be included in the proposal. The resume should be in reverse chronological order and should include:

- Name and contact information
- Professional / teaching experience
- Other skills relevant to the project
- List of publications / presentations
- Relevant courses
- GPA for course work taken at Ohio University
- Anticipated date of graduation

The resume should be able to convey relevant information about the PI's ability to complete the proposed project.

Appendix

The proposal can include an appendix to provide information related to technologies/processes that will be used in the project and may be unfamiliar to the grant reviewer. The appendix may include figures, designs for artwork, letters of collaboration or support, permission letters for access to data, or items such as DVDs, VHS tapes, CDs or cassette tapes. The appendix should **not** be an extension of the main narrative. Inclusion of information that should be in the narrative section may render the applicant noncompliant. Letters of reference should also not be included in this section. PIs may request an extension to the appendix by contacting the Grant Committee Chair.

Glossary

The PI is strongly encouraged to include a glossary of terms used in the abstract / narrative. Words described in the glossary should be in bold letters in the text of the abstract / narrative.

It is important for the PI to understand that the reviewer may not be from the same discipline as the PI. Hence, the PI is advised to structure the proposal in such a way that it makes a convincing argument to a layperson.