



The Graduate Student Senate Original Work Grant Program

Request for Proposals

CONTACT INFORMATION

Name	E-mail	Phone
Jennette Lovejoy Chair, GSS Grant Review Committee	j1141705@ohio.edu	740-593-9811

PROPOSAL PREPARATION

Please refer to the document titled “Proposal Preparation Guide” for requirements regarding proposal submission, formatting and proposal contents. Proposals not meeting the requirements for submission, formatting or content will be considered non-compliant and will be removed from the review process.

DUE DATES

The due dates for the academic year 2008-09 for the Original Work Grant Program are:

Quarter	Due Date
Fall Quarter	5:00 pm, Monday, September 21, 2009
Winter Quarter	5:00 pm, Monday, January 18, 2010
Spring Quarter	5:00 pm, Monday, April 12, 2010

GOALS

The main goal of the Graduate Student Senate Original Work Grant program is to support the research and creative activity conducted by graduate students at Ohio University.

AVAILABILITY OF FUNDS

The maximum amount that a principal investigator (PI) can request from GSS Original Work Grant Program is \$750. The Grant Committee may, at their discretion, adjust the amount based on availability of funds within the program.

USE OF FUNDS

This grant is intended to support directly related project expenses such as materials, travel expenses (use current mileage from the [Travel Division of Finance at Ohio University](#)), lodging, flight tickets, etc. for current or new projects. Equipment can be purchased using this grant if the PI can provide sufficient proof that the equipment does not exist on the Ohio University campus or is not available on loan at a lower cost.

This grant cannot be used for expenses related to conferences, meetings or seminars (See GSS Travel Grants). Items purchased prior to the funding deadline **cannot** be reimbursed by this grant.

ELIGIBILITY

The grant program is open to all students who are enrolled in a graduate program at Ohio University. The PI must be a registered graduate student (as defined by the Academic Policies in the Ohio University Graduate Catalog) during the quarters when applying for the grant, and conducting the research. This program will not reimburse any research that has already been conducted prior to the grant notification date. Proposals asking for reimbursement will be considered non-compliant and will be removed from the review process.

If a proposal has been awarded in a previous funding cycle, PIs cannot reapply for funding for the same project. However, PIs can apply for another grant for a different project, or a different aspect of the same project, provided the PI can show sufficient distinction between the scope of work for the two proposals.

PROPOSAL PREPARATION

Please refer to the Proposal Preparation Guide for details on formatting and contents of the proposal.

Use of humans as test subjects

Regardless of the nature of the project, if human subjects are involved (whether it is medical testing, photography, personal interviews, etc.), the PI **must** contact the [Office of Research Compliance](#) for Institutional Review Board (IRB) approval.

If the applicant has obtained IRB approval, the approval number should be provided on the Application Form. In the case of proposals where IRB approval has been applied for, but not obtained, the PI may submit the proposal, but funds will not be dispersed until the Review Committee has been provided with the IRB approval information.

Use of non-human animals as test subjects

In case of projects where data will be collected on non-human animals, the PI is required by law to obtain the approval of the Institutional Animal Care and Use Committee (IACUC). More information on compliance can be obtained at [Office of Research Compliance](#). If the PI has obtained IACUC approval, the approval number should be provided on the Application Form. In

case of pending approvals, the proposal may be submitted but funds will not be dispersed until the Review Committee receives the IACUC approval number from the PI.

RESUBMISSIONS

If a PI is denied funding, the Review Committee will provide a copy of the comments from the reviewers. This document will comment on the strengths and weaknesses of the proposal. Since the composition of the review committee changes every quarter, PIs **must** include a copy of these comments when resubmitting a proposal. If an applicant has more than one resubmission, he or she **must** include copies of **ALL** comments received from **each** review in subsequent submissions. If a copy of the comments is not included, the resubmitted proposal will be considered non-compliant and removed from the review process.

PIs are encouraged to revise their proposal and address the concerns of the review committee before resubmission.

FUNDING

Once a proposal is selected for funding, the Grant Committee will determine the amount of funding based on the budget included in the proposal. The award amount may be adjusted based on available funds, and items not in compliance with GSS requirements will be removed from the award. The Grant Committee Chair will contact the department administrator listed on the proposal to request a department account number, to which funds will be transferred.

It is the PI's responsibility to obtain funds from the department. Funds not spent within **six months** of the award date **must** be returned to GSS. PIs may request a **six-month** extension by contacting the Grant Committee Chair.

FINAL REPORT

Each PI is required to submit a final report to the GSS on how the award was utilized. The report should be submitted within 180 days of the award being granted, or at the end of the project, whichever comes first. The final report should include the following:

- Final Report cover page
- Report on status of the project and its outcomes (narrative)
- Complete budget for the actual cost of the project including how
 - GSS money was spent
 - Other sources of funding were utilized
 - How much out of pocket expenses were incurred
- Report on dissemination of results (narrative)

Failure to submit the final report within the required time frame will render the PI ineligible for future funding from GSS. The department to which the applicant belongs may also be disqualified from future GSS funding. This may also jeopardize your department's ability to obtain funding from other sources at Ohio University.