



**OHIO**  
UNIVERSITY

Chillicothe Campus

## **DEADLINES:**

**Fall semester funding-April 15<sup>th</sup>**

**Spring semester funding-October 15<sup>th</sup>**

(For Fall 2015 ONLY, Deadline December 1<sup>st</sup> by 5pm, Award decided by December 15<sup>th</sup>, 2015)

## **Faculty Research Fund Program**

Upon the recommendation of the Faculty and the Dean, Ohio University-Chillicothe agreed to initiate a Faculty Research Fund Program for Group I (and II) faculty members. Ohio University-Chillicothe is committed to conducting research, scholarly pursuits, and creative works and activities.

The intent of this program is to serve as a support mechanism for faculty who are initiating or continuing research/creative projects<sup>1</sup> (please see endnote 1 for the definition of a project). Monies from this campus funding program may serve as seed monies, start up funds, or project completion funds for research/creative projects. Grant proposals will be accepted the semester prior to the grant start date (April 15<sup>th</sup> for Fall semester; October 15<sup>th</sup> for Spring Semester).

Eligibility to apply for these Faculty Research Funds is available to all Group I and II faculty for new projects, projects on which progress has been made, or where a special funding need has developed. No project that has already received funding through the OUCRC program will be eligible for future funding. It is expected that receiving an OUCRC will assist a faculty member to receive funding from other OU or external sources. Because funds are limited, the Committee must necessarily limit the scope and size of its awards. A list of funding eligibility requirements and priorities is provided below.

For more information or assistance, please contact the OUCRC chair, your Division Coordinator or the Dean's Office.

## **I. ELIGIBILITY**

Faculty members are eligible to submit proposals in any field of study.

Only those projects are eligible which focus primarily on research, scholarship and creativity and which do not relate primarily to personal or professional development, or administrative functioning. Projects may include interdisciplinary and/or collaborative efforts in scholarly research, as well as the development of new teaching methodologies, between those within Ohio University with special expertise in their fields and/or those outside the University who also possess unique abilities that can be

brought to the field. Requests for project support during a faculty fellowship leave are eligible. The Ohio University-Chillicothe Research Committee (OUCRC) will not consider a project which is part of an advanced degree program of the applicant, which seeks to develop curriculum, or which seeks to further an administrative function of a program area, or other campus administrative unit. Investigators may not hold consecutive OUCRC awards. New applications will be considered one calendar year after the completion of the previous award. Proposals that were unsuccessful on the first submission can be resubmitted two additional times (initial submission plus two). An individual may submit only one proposal to the OUCRC in any cycle as a principal investigator or co-investigator.

## II. TIMELINE FOR PROPOSALS

**Fall Semester:** In order to receive funding starting in the Fall Semester, grant proposals must be received by the OUCRC, the Dean, and the Division Coordinator, April 15<sup>th</sup> of the previous Spring Semester.

**Spring Semester:** In order to receive funding starting in the Spring Semester, grant proposals must be received by OUCRC, the Dean, and the Division Coordinator, by October 15<sup>th</sup> of the proceeding Fall Semester.

## III. REVIEW AND EVALUATION/SELECTION CRITERIA

Proposals will be reviewed by the OUCRC with the assistance of persons at Ohio University or elsewhere who have expertise in the area of the proposed study. The scholarly, technical, or artistic merit of a proposed project is the primary criterion used by the OUCRC for evaluation of proposals. In addition the following criteria, as well as other factors as special circumstances dictate, are considered in the review of proposals.

1. The applicant's training, past performance record, and estimated potential for future accomplishment.
2. The probability that the proposed activity will lead to contributions to the field.
3. The probability that successful completion of the project will enhance the reputation of the applicant, OUC, and of Ohio University in the larger community of scholars.
4. Evidence that, when possible, the applicant has sought, or will seek other sources of support outside the University.
5. Evidence, when applicable, that funding is not a duplication of other internal or external funding.
6. The applicant's history of previous campus and university awards, including evidence that previous funded work resulted in a completed project, i.e. published/exhibited work or creative project.

### III. PROPOSAL PREPARATION GUIDELINES

Please review the guidelines before submitting a proposal. Meritorious proposals may not be funded because these guidelines are not followed and information needed to make an objective decision is not available to the OUCRC.

The OUCRC provides support for research, and scholarly and creative activities for 24 months following notification (Notification: May 30<sup>th</sup> for Fall semester funding proposals; November 30<sup>th</sup> for Spring semester funding proposals).

Submit an electronic copy of the proposal to the chair of the OUCRC, the Dean, and your Division Coordinator. Proposals must be received no later than 5:00 P.M. on the deadline date. Electronic copies must be submitted as a single file in Microsoft Word or Adobe Acrobat format and emailed to the OUCRC Chair by 5:00 p.m. on the deadline date.

Only one proposal may be submitted by an individual as a principal or co-principal investigator for any OUCRC review cycle.

It is the responsibility of the person preparing the proposal to ensure the proposal is complete. Incomplete or improperly prepared proposals will be returned without consideration. Pages should be numbered to facilitate the review process. Proposals should be assembled in the order listed below.

The application must be prepared in type that is clear and legible, standard size, which is **11 to 12 points** (approximately 1/8 inch in height for capital letters). Margins should measure approximately one inch (1") on all sides.

**Please Note:** The goal of the requirements for type size is to provide legible documents of roughly similar length. The use of unusual typefaces and setting very narrow margins defeats the goal the OUCRC hopes to achieve. The discussion section must be double-spaced; all other sections may be single-spaced in a legible typeface. Figures, charts, tables and figure legends and footnotes may be smaller in size, but must be clear and readily legible.

Questions concerning the proposal preparation process should be directed to the Chair of the OUCRC.

## IV. PROPOSAL SECTIONS

**Proposals which do not conform to these section and page limit requirements will be returned and not considered by the OUCRC.** Sections marked with an asterisk (\*) identify text sections that should be written in language understandable by an informed layperson to assist the OUCRC in its review.

1. Cover page with budget
2. Checklist
3. Abstract \*
4. Discussion, five (5) page maximum length
5. Glossary/Definition of Terms\*
6. Bibliography
7. Biographical information
8. Budget
9. Appended Materials
10. List of recommended reviewers

### Instructions for each proposal section:

#### 1. Cover Page:

Prepare a cover page (available online or from the OUCRC Chair). The cover page must be the first page of the proposal. Do not provide any other covers or binders.

#### 2. Checklist

Prepare and sign OUCRC checklist (available online or from the OUCRC Chair). The goal of the checklist is to affirm that all the sections have been included.

#### 3. Abstract

Prepare an abstract that, on no more than one single-spaced typewritten page, identifies the proposal and concisely summarizes the proposed program. To accommodate the varied backgrounds of those reading the abstract, the abstract should be **written in language understandable by an informed layperson.**

Avoid the use of discipline-based jargon in the abstract.

**Please Note:** The abstract is an important section of the proposal that contains information used by the OUCRC to evaluate the proposal. The abstract should include a brief description of the nature of the research, importance of the results, and a brief overview of how it will be done, including the time frame. The abstract should be written in language that can be understood by someone outside the discipline.

#### 4. Discussion, Including Methodology and Statistical Procedures:

The discussion section of the proposal should clearly deal with questions of methodology, procedures, and interpretation of results in terms of a peer-group communication. This section must not exceed **five typewritten, double-spaced pages** and should answer the following questions.

- 1) What do you intend to do?
- 2) Why is the work important?
- 3) What has previously been done in the area?
- 4) How will the work be done?

An appropriate format for this section is:

**Specific Aims.** Describe precisely 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 the OUCRC award. The hypothesis or premise of the research or creative activity should be stated.

**Significance.** Outline background to the project and why the proposed work is important and relevant to previous work. Indicate how the results will be disseminated. If appropriate, indicate how the work proposed represents a new direction or new endeavor for the investigator and/or discipline. **Please Note:** The contribution of the proposed project to the discipline and the research goals of the applicant are important criteria considered by the committee. In a similar manner, how the results of the project are to be disseminated at the conclusion is a critical component in a determination of contribution. Knowledge gained through the project activities that is not disseminated through means of articles, performances, etc., cannot make a contribution.

**Preliminary Studies of Applicant.** Provide an account of the applicant's previous studies or work in the area that will document expertise in the proposed area of study. Only relevant publications of the applicant should be included under "Appended Materials."

**Methods.** Whether the field is artistic, scientific, or humanistic, 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. Test instruments, questionnaires, survey forms, letters of consent, etc., and technical drawings of equipment should be under "Appended Materials". Training in new techniques may be a necessary part of project activities, but should not be the focus of the OUCRC support. The OUCRC makes a distinction between personal or professional development and training which is incidental to, but a necessary part of a research project.

**Collaborations:** If the work proposed includes collaboration among researchers at Ohio University or colleagues at other organizations, describe the role and expertise of the collaborators. If student support is requested, describe the role of the students on the project as well.

**Confidentiality:** If the proposal discloses ideas, practices or processes for which patent protection will be or is being sought, the word "Confidential" should be placed at the top and bottom of each page that contains such information. Also, the following statement should be placed on the cover sheet immediately above the signature section:

*"The data contained in this proposal is confidential and proprietary and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal without the written permission of the author. Permission is hereby granted to the Ohio University-Chillicothe Research Committee to evaluate this proposal in accordance with its normal procedures which may include evaluation by evaluators both within and outside the University with the understanding that written agreement not to disclose the information shall not be required of or obtained from any such evaluators. This restriction does not limit the right of any such evaluators to use information contained in this proposal if it is obtainable from another source without restriction."*

#### 5. Glossary or Definition of Terms (If appropriate):

Some disciplines use acronyms and/or terms that can be unfamiliar or unusual to an informed layperson. A short glossary or set of definitions can be helpful for reference purposes. An applicant is not required to include a glossary but may consider it for ease of reading and enhancement of comprehension. The glossary should not exceed one page.

#### 6. Bibliography:

A bibliography should be presented whenever appropriate for the proposed activity. A carefully selected bibliography can strengthen a proposal by indicating

to the reviewer 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 must include sufficiently detailed citations for the references listed. Bibliographies that are obviously lifted en-bloc from a dissertation or other publication are a disservice to the proposal.

## 7. Biographical Information:

Name, highest academic degree, position and duration at the University, other professional positions and terms of service, experience, publications and accomplishments of the applicant should be provided in this section. **The proposal will not be considered unless biographical information is provided.** The vita should be limited to a maximum of **three** pages. Under the Publications heading, list only papers that have been published, are in press, or have been submitted for publication and are under consideration by the publisher. Papers presented, as well as abstracts, should be listed under a Paper Presented heading, not under Publications.

Do not list memberships, participation in workshops or conferences, courses taught, scholarships, or committee memberships unless they have relevance to the proposed study or project.

List all previous research awards from OUC, OU (system-wide), other educational institutions, and/or governmental and non-governmental agencies. Include sponsor, title or project, date of award, dollar amount, and outcomes, including presentations, exhibitions, publications, and federal funding. List all proposals submitted to outside agencies for this or any other research project within the past three years. If the proposed work is part of a long-range study or effort, indicate potential sponsors for continuation support.

Please provide a brief description of support received from university, campus, and division sources *including all start-up funds* (from any source) within the last three years. List all funds available to the program, including university programs like Research Incentive, Research Challenge, and continued support from the division, campus and/or university. Additional pages (beyond the three page maximum) may be used in this section to meet this requirement.

**Please Note: One criterion for funding from OUCRC is "for projects where no other funding is available." Therefore, evidence that the requested funding is not a duplication of external or internal funding already received must be provided. The OUCRC is interested in efforts made by the principal investigator/project director to find external support for the project.**

## 8. Budget

Funds may be requested for student wages, equipment, supplies, travel, summer stipend, and other bona-fide project expenses. Do not include fund requests that will be covered from sources other than the OUCRC.

The maximum award is \$10,000 for project expenses, including student wages. The maximum award for student wages is \$1,000.

All budgetary items must be justified as to their relevance to the project. Without sufficient justification, items may be eliminated by the committee.

Travel support for attendance at conferences, short courses, and symposia is not allowed. Categories of budget items include:

**A. Summer Stipend: The current proposal process, now includes the former Summer Research Grant Program, and as such Summer Stipends can be requested, under the following conditions:**

1. Group I faculty, who are not already receiving funding for summer research from other sources, are eligible to apply for a summer stipend.
2. They must be willing to limit their summer teaching to no more than one course
3. The outcome of their research must have high probability of peer-disseminations, preferably by the way of a refereed publication and/or presentation.
4. Research and scholarship must be related to the individual's discipline, or teaching
5. Faculty may request summer stipend for two summers in a single OUCRC grant proposal, but cannot receive additional summer stipends beyond this period for the same project. IF ONLY ONE summer stipend is requested in the grant proposal, the faculty member forfeits the 2<sup>nd</sup> summer stipend.

**B. Consumable Supplies:** Enter dollar amount of requested funds. Provide adequate detail so that a person knowledgeable in the field of the proposed research may make an assessment of the reasonableness of the request. If the budget item is a common consumable supply generally available in most laboratories, offices, or studios, please justify the purchase with OUCRC funds.

**C. Travel:** Enter dollar amount of requested funds. In the Detailed Budget, travel expenses must be broken down into transportation, meals, and lodging categories and the basis for the figures must be provided. Travel support will be provided only for the furtherance of the proposed project. The Committee does not provide support for attendance at short-courses, symposia and conferences, or other activities of a professional development nature. Where appropriate use the OU Travel Reimbursement Policy 41.121 to determine limits on travel expenses.

**D. Student Wages:** Student hours and hourly rates of pay must be justified based on the nature of the work being done by the student. Extraordinary rates of pay will not be funded without a detailed justification. The federal minimum wage, \$7.95 per hour. Support for graduate students must be requested in the form of hourly wages and numbers of hours of work.

Describe how the hourly rate is determined (what basis is used for the rate). The role and/or task of any personnel on the project must be defined in the justification and/or the discussion section. This explanation is particularly true for the graduate students employed on the project. The role of graduate students in the project should be clearly defined. **Please Note:** No more than \$1,000 of the budget may be allocated to personnel including student wages.

- E. Equipment :** All major items of equipment, including computers, which are to be purchased should be listed with the estimated cost of each item and components of each item if applicable. Because of limited funds available to the Committee, 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, the specifications and capabilities must be stated and justified.
- F. Other:** Enter dollar amount of requested funds and state intended use of these funds on the cover page budget. Do not request funds for computer time, publication page charges or reprint costs as these are not eligible for payment with Committee funds. The Committee does not normally provide funds for secretarial services.
- G. Total:** Enter total dollar amount requested on lines A, B, C, D, E, and F. The total requested may not exceed \$10,000 (\$9,000 for project expenses and \$1,000 for student wages).

9. Appended Materials, as appropriate:

The appendix is an appropriate place to provide copies of test instruments, questionnaires, or survey forms that will be employed. Letters from any other key professional personnel involved in the project, indicating their willingness to participate, should be included in this section. **Please Note:** The inclusion of numerous preprints and reprints as appendices is not necessary and is discouraged.

10. List of Recommended Reviewers:

A list of recommended reviewers must be presented as the last page of the proposal so that it can be removed before the proposal is sent to reviewers. **Do not place any other material on this page.**

The names of at least two persons who are qualified to review the proposal should be provided. List persons active in the field, but do not include former advisors or collaborators. At least one person should be at an institution other than Ohio University. If this is not done, a brief note of explanation should be added to the List of Recommended Reviewers. The OUCRC is not bound to accept the recommended list of reviewers and may, at its discretion, ask for

reviews by other persons. Supply **COMPLETE** mailing address, including zip code; current telephone and facsimile numbers; and E-Mail address for each reviewer.

**Please Note:** E-mail addresses and/or fax numbers must be included for all reviewers, especially international scholars, to ensure that comments will be received in time for the OUCRC review.

## V. SPECIAL INSTRUCTIONS

If there is anything about your proposal which requires special handling or consideration it is essential that this be set forth in a letter to the Chair of the OUCRC. This letter is to accompany the five copies of the proposal and one electronic copy.

## VI. FORMALITIES

Ohio University-Chillicothe Research Grant recipients should acknowledge the grant support in their papers and presentations.

## VII. REPORTING REQUIREMENTS

A final report that describes any significant outcomes, discoveries, etc. should be submitted with any reprints (or cover pages for books) or other material arising from the project, must be submitted to the Chair of the OUCRC, within four months following expiration of the award. If this award results in additional external funds, please list the sponsors and amounts. **No future OUC Research funded internal awards will be made without receipt of the final report.**

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<sup>1</sup> Definition of a project: It is assumed that faculty will have ongoing programs of research, scholarship, or creative activity that revolve around a particular topic, theory, or method of creative activity, and should not be considered projects by definition of this document. A project is defined as part of an ongoing program of research, scholarship, or creative activity. A project could be research project/s, writing project, or creative activity that will produce a particular outcome, such as, a research article, a book, a chapter in a book edited by another author (multiple chapters in which the proposer is the editor of a book constitutes a single project), or a creative item. Once a faculty member has received funds for a project based on their ongoing program of scholarship (research or creative), if they wish to receive further funding for work on another aspect/project of their program of scholarship, they will need to demonstrate in the second proposal: how the work is different and unique compared to the original project/s funded, and the outcome of the project previously funded, i.e. published article, chapter, or book; or creative item.