



PROVOST'S UNDERGRADUATE RESEARCH FUND GUIDELINES 2013-2014

The Provost's Undergraduate Research Fund provides grants to support research by undergraduate students enrolled full-time on the Athens and regional campuses of Ohio University. The Dean of the Honors Tutorial College administers the fund. As defined by this program, "research" includes scientific studies as well as scholarly work and creative projects. A full-time Ohio University faculty member must supervise students applying for these funds.

PLEASE NOTE: Students who have previously received grants from this fund are not eligible to receive additional funding **for the same project**. However, they may apply for funding if they are undertaking a new research project, creative project, or scholarly work.

Application

The Application Form is at the end of these guidelines. To apply, the student must prepare and submit the original application plus seven copies. **Incomplete forms, handwritten forms or forms completed by faculty members will not be accepted.** Forms must be completed using a word processor or typewriter. Additional pages may be added, but cannot exceed ten pages. The faculty advisor and department chair must sign the application form. In addition, the faculty advisor must sign the form entitled "Faculty Advisor Responsibilities."

Types of Grants

The minimum grant provided by this program is \$100 and the maximum is \$1500.

Funding is provided to cover the cost of items that are necessary for the research to be conducted. This includes supplies, materials, and travel when it is necessary to conduct the research or to attend conferences to present research findings or creative work. **Please note: if funding is requested for the purchase of expensive equipment, such as computers, printers, cameras, etc., such equipment, if funded, will remain in the academic department. It will not become the personal property of the student. If funding is requested for tuition to another institution, please explain why the project cannot be completed unless the student attends another school.** All requests for funding must be justified in terms of their contribution to the research and the lack of available funds from other sources.

NOTE: *All recipients of this grant are required to share their research or creative project with the university community at the annual Ohio University Research and Creative Activity Expo held in spring semester.*

Grant Restrictions

Grant monies must be spent prior to the expected date of graduation indicated on the application form. Any expenses incurred after that date are the financial responsibility of the student and may be added by the bursar to the student's university account. Students receiving the grant must use it as described on their application form. Prior permission from the fund administrator is required if the student wishes to use the grant for items not listed due to changes in the project methodology. Students must contact the Dean of the Honors Tutorial College, Jeremy Webster (webstej1@ohio.edu) for permission.

Status Reports

It is understood that some projects may take longer than one year to complete. The grant money may carry over to the following year, provided the student is still an undergraduate. To continue a project for more than one year, the student must file a one-page end-of-year Status Report **by May 31, 2014**, outlining the work completed and the work yet to be done.

To submit a report electronically, email the report to Anita Leach (leacha@ohio.edu), **being sure to copy your advisor and put your name and the words PURF Status Report in the email subject line**. Mail hard copies to Anita Leach, Office of the Executive Vice President and Provost, 310 Cutler Hall, Ohio University, Athens, OH 45701.

Failure to submit a status report will result in unspent funds being withdrawn from the student's PURF account.

Project Completion Report

When the PURF project is completed, students are required to submit a two-page Project Completion Report describing the outcome of their research, the contribution this research made to their education, and the importance of having received funding from the Provost's Undergraduate Research Fund, to the Office of the Executive Vice President and Provost.

To submit a report electronically, email the report to Anita Leach (leacha@ohio.edu), **being sure to copy your advisor and put your name and the words PURF Completion Report in the email subject line**. Mail hard copies to Anita Leach, Office of the Executive Vice President and Provost, 310 Cutler Hall, Ohio University, Athens, OH 45701. **Hard copies must include both the student's and the faculty advisor's signatures.**

Students cannot complete projects or spend PURF grant funds after the expected graduation date indicated on the application form. No grant funds will be available after that date.

Faculty Responsibility

Faculty advisors are urged to review their responsibilities as outlined in the Faculty Advisor Agreement below. It is understood that a student may confer with his/her faculty advisor when planning the proposed research. However, under no circumstances are faculty members to complete the application form for the student. Faculty are expected to work closely with the student on the research project to ensure that the student completes the project in a timely manner, and to notify the Dean of the Honors Tutorial College should there be any difficulty in completing the project and/or filing the required reports.

APPLICATION DEADLINE: SEPTEMBER 27, 2013, NO LATER THAN 5:00 P.M.

SUBMIT THE ORIGINAL APPLICATION PLUS SEVEN COPIES TO: DEAN, HONORS TUTORIAL COLLEGE, OHIO UNIVERSITY, 35 PARK PLACE, ATHENS, OH 45701

ANNOUNCEMENT OF GRANT: OCTOBER 25, 2013.

ADDITIONAL APPLICATION FORMS ARE AVAILABLE AT 35 PARK PLACE, OR ON LINE: www.ohio.edu/honors

APPLICATION FORM

PROVOST'S UNDERGRADUATE RESEARCH FUND

***PLEASE FOLLOW THESE INSTRUCTIONS:** This form must be completed and submitted by the undergraduate student applying for the PURF. Forms completed by faculty will not be accepted. To avoid any question, students are asked to write the application in first person format. Complete the form using word processing software (Microsoft Word, etc.) or a typewriter. Handwritten forms will not be accepted. You may add additional pages if necessary, but no more than ten. Submit the original form and 7 stapled copies to: Dean, Honors Tutorial College, Ohio University, 35 Park Place, Athens, OH 45701 no later than 5:00 p.m. September 28, 2013.

Do not attach the guideline document (pages 1 and 2 of this packet) to the application.

Student's Name: _____

Ohio University email address: _____ Cell phone #: _____

Campus address: _____

Class rank: (circle one) Freshman Sophomore Junior Senior

Student's College: _____ Academic Department _____

PID# (from student ID card): _____ G.P.A.: _____

Expected date of graduation from Ohio University: _____

Faculty Advisor's Name: _____

Faculty Advisor's Email address: _____ Faculty's Office Phone: _____

We the undersigned have read the PURF Guidelines and understand the responsibilities we undertake should funding be granted. We will comply with the requirements to submit project status and completion reports. We certify that the application has been written and completed by the student.

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____

Faculty Advisors' Dept. Chair signature: _____ Date: _____

Total amount of money requested in this application *not to exceed \$1500*: \$ _____

PLEASE NOTE:

YOUR ANSWERS NEED NOT FIT INTO THE SPACE PROVIDED. YOU MAY INCLUDE ADDITIONAL PAGES IF NECESSARY, NOT TO EXCEED A TOTAL OF TEN PAGES.

Title of Proposed Research or Creative Project:

1. **Describe the proposed research or creative project:**

(PLEASE NOTE: Avoid jargon or terms unique to the discipline. If you must use such terms, please define them so all committee members can understand your proposal.)

2. **Describe the end goal, specific aim or hypothesis of the proposed research or creative project:**

3. **Describe the methodology you will use to accomplish the end goal or specific aim of the proposed research or creative project:**

4. **Please describe the significance of your research. Why is it important to the discipline?**

ONLY if your project is part of, or fits within the research being conducted by a faculty member or your faculty advisor, describe specifically how our project fits within or is distinguishable from your faculty advisor's research.

Requested Funding

Please note:

- If you request funds to purchase expensive equipment, such as computers, hardware, printers, cameras, etc., you must justify that the equipment does not exist elsewhere on campus for your use. If such equipment is funded, it will not become your personal property, but must remain in the academic department.
- If you request funds to pay for tuition at another institution, you must justify why your project cannot be completed unless attending another school.
- If you request funds for a hotel room while at a conference or for research-related work, the committee will award funding only for two nights in a hotel.
- If you request funds for travel to present your research results, indicate the name and date of the conference and provide specific travel plans.

Itemize each amount needed for each specific purpose. Be specific!

Amount: Item: Justification for this expenditure:

NOTE: If you are requesting travel funding only, please explain how you funded the other parts of your research project.

Have you requested funds for this project from your department or college? yes no

Are you receiving funding for this project from your college, school, department or any other source?
yes no If yes, amount you will receive: _____

Provide an expected timetable for research (e.g., when it will start, how long it will take, when it will be completed?)

PROVOST'S UNDERGRADUATE RESEARCH FUND Faculty Advisor Agreement

FACULTY ADVISOR'S RESPONSIBILITIES

Please note: You must be a full –time faculty member to serve as an advisor.

Your signature below verifies the following:

- **This student is capable of carrying out this project to the best of your knowledge.**
- **This project is feasible.**
- **The proposed budget is justified.**
- **The application was written by the student.**

One of the purposes of the Provost's Undergraduate Research Fund is to help students learn the importance of financial responsibility with respect to research grants. If your student is successful in receiving a PURF grant you will be asked to do the following as a faculty advisor:

- Oversee each expenditure made by your student to ensure that purchases are made in accordance with the student's application and OU policies and procedures.
- Remind your student to exhibit at the annual Research and Creative Activity Expo.
- Oversee each expenditure made by your student to ensure that purchases are made in accordance with the student's application.
- Monitor and assist the student throughout the project.
- Sign the "Project Completion Report" to be submitted when the project is completed.

Please provide the name and email address of the person in your department or school who processes financial transactions. (*NOTE: Not the Budget Unit Manager, but the person who processes the day-to-day financial transactions*). If you do not know who this person is, please consult your chair or director.

Name _____ Email Address: _____

Please sign and complete the information below to indicate your willingness to serve as this student's PURF advisor given the above criteria. Thank you for your assistance.

Faculty Advisor's Signature: _____

Faculty Advisor's Name: (please print) _____

Faculty Advisor's Email address: _____

Department/School: _____ College: _____

Student's Name: _____