Russ College of Engineering and Technology

Russ Vision

Undergraduate Research Fund

**Proposal Receipt Deadline: 4:00 pm, 3rd Wednesday of the Semester (Fall and Spring)**

Example: January 30, 2019

Notification of Award: End of 5th Monday of the Semester (Fall and Spring)

Example: February 11, 2019

**STATEMENT OF PURPOSE**

The Russ Vision Undergraduate Research Fund (RVURF) is intended to provide support for research and scholarship by undergraduate students under the guidance of a faculty advisor. The proposal must be prepared and submitted by the undergraduate student that will be completing the project.

Awards will support the following:

* Direct project costs (e.g., supplies, materials, research-related travel, etc.) for proposed research activity,
* Support travel for the students to collect data or to disseminate their work regarding this research activity, and
* Hourly support for students. Hourly support (maximum of $10 per hour) cannot be greater than 50% of the total project budget, unless justification provided by Faculty Advisor.

Funds will be available through the academic year only, therefore **June 1st is the last date available for ALL expenditures.** If an extension is needed, a deadline waiver must be requested. Without this waiver, funding will be halted on the day of the deadline.

**The maximum award provided by this program is $2,000.** Students may apply for funding in a subsequent year; however, they are not guaranteed funding. Students are not eligible to receive additional funding for more than three consecutive years.

**ELIGIBILITY**

Undergraduate students must be enrolled in the Russ College of Engineering and Technology on the Athens campus of Ohio University with a minimum GPA of 3.0 within their academic major. Students must be enrolled and maintain undergraduate student status during the proposed project period.

**REVIEW AND EVALUATION/SELECTION CRITERIA**

The scholarly and technical merit of a proposed project is the primary criterion used by the Assistant Dean for Student Services for evaluation of proposals. The Assistant Dean for Student Services may utilize a review committee consisting of research faculty in the Russ College for the review of proposals. **Any proposal that has been submitted or written by a faculty advisor will be automatically disqualified from funding.**

**AWARD REQUIREMENTS**

In order to receive either reimbursements or to purchase materials with the RVURF funds, the students must coordinate with the following individuals in their home department. This indicates the department in which the faculty advisor is located:

AVN: Theresa Meyer

CE: Helen Watson

ChE: Carrie Linscott

EECS: Becky Andrews

ENT: Brenda Sinclair

ETM: Bonnie Behm-Geddes

ISE: Michelle Schall

ME: Stephanie Walker

**When ordering supplies or reimbursements, the student must provide the individual listed above the funding submission request form (Appendix B) to supplement the receipt for travel or supplies.** The lack of inclusion of this form will void the transaction.

All RVURF recipients are required to submit a monthly report describing the progress for the month with a budget tracking chart and a progress tracking chart. The format of the monthly report is provided in Appendix C. The monthly report must be emailed to the student’s faculty advisor with a copy to the Assistant Dean for Student Services by 3 pm on the last Friday of the month. An inability to provide a monthly report will suspend all funding for the project, including hourly support.

A final report must be submitted by the end of the proposed project period, or by June 1st, whichever is earlier. The format for the final report is provided in Appendix D. The final report must be emailed to the student’s faculty advisor with a copy to the Assistant Dean for Student Services, Grace Sallar. An inability to provide a final report will disqualify the student for future student funding opportunities.

All RVURF recipients are required to share their research or scholarly project with the university community at the annual Ohio University Research and Creative Activity Expo held in spring semester.

**PROPOSAL PREPARATION GUIDELINES**

Please review the guidelines before submitting a proposal. Very meritorious proposals may not be funded because guidelines are not followed, and information needed to make an informed, objective decision is not available. Over time, it has been proven that the care with which a proposal is prepared indicates the care with which the work will be done by the student investigator. ***The proposal must be conceived and written by the student, with review and approval of the faculty advisor.***

The application **must** contain the following: a (1) cover page, (2) abstract, (3) proposal narrative, (4) bibliography (as needed), (4) budget and (5) faculty advisor’s endorsement letter. The appendix is optional.

1. **COVER PAGE:**

Complete the cover page (see Appendix A). Signatures **must** be obtained by the applicant and are required on the submitted proposal. The cover page **must** be the first page of the proposal.

1. **ABSTRACT**

On a separate page, include a 100‐word maximum abstract that is a clear and concise summary of the more detailed proposal. The abstract may be used to publicize awarded proposals and should be a stand‐alone description of the proposed project and written in lay language.

1. **PROJECT NARRATIVE**

The project narrative **must** be no more than ten (10) double-spaced pages with 12-point type(Times New Roman or Arial)that is clear and legible. Figure, charts, tables and figure legends and footnotes may use a smaller font size and may be single-spaced but **must** be clear and readily legible. Margins **must** measure one inch (1") or greater on all sides. Please note, any proposal not conforming to the format requirements may be returned without review.

The goal of the requirements for type size, spacing, and margins is to provide legible documents of roughly similar length. Please review all electronic attachments before submitting.

The project narrative must include the sections listed below (Please use these section headings in the proposal). Students are encouraged to use the first-person narrative style.

**Project Description:**

Describe the proposed research or creative project. *What do you intend to do? What will this research or creative activity accomplish?* Avoid jargon or terms unique to the discipline. If you must use such terms, please define them so the reviewers can understand your proposal.

Background:

Describe previous research or scholarly activities as related to your proposed project. *What have other researchers done that could be improved upon? What completed research has led you to follow the path for this project?* Generally, this section will require references to be included in the bibliography.

Methods:

Describe the methods you will use to accomplish the research work. *How will the work be accomplished?* The method discussion should relate to one of two major traditions: quantitative and qualitative.

For quantitative approaches, it may be helpful to discuss: hypotheses or research questions, operationalization and instrumentation, research sites or context, research design, data collection, and data analysis.

For qualitative approaches, it may be helpful to discuss: research objectives or questions, instrumentation (e.g., interview schedules, observation instruments), research design (e.g., ethnography, case study, or in-depth interviewing), the relationship of research design to research objectives, data collection, and data analysis.

Timelines:

Provide an expected timetable for the research activity (e.g., when major activities will start, how long they will take, when they will be completed) and estimated hours you will devote to the project.

**Student’s Role:**

Describe your role on the project: from conception to implementation to dissemination. If you are working with other students or on a larger project, detail your contribution. If applicable, describe specifically how your project fits within or is distinguishable from your faculty advisor’s research.

**Significance:**

Describe the significance of your research project. *Why is it important to the discipline?* Also include a statement of the broader impactsof the research/scholarly activity (e.g., why is it important to other disciplines or to the general public).

1. **BIBLIOGRAPHY**

The bibliography **must** be no more than two (2) single-spaced pages.

Literature cited in or used to inform the Project Description or Background sections should be included in the bibliography.

A short 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.

1. **BUDGET:**

This section is limited to one (1) page and must utilize the RVURF\_Budget Form in MS Excel. All machine that requires the services of Russ College Technician, Thomas Boyle (Joey), must be planned in advance and included in the budget proposal. All students/organizations that require the use of the machine shop in Stocker Center or the Project Hangar in the Academic and Research Center will need to complete a safety orientation with Joey in advance. The date of the safety orientation will be communicated via email once proposal is picked for funding. No purchase will be approved until the safety orientation has been completed.

Budget expenditures encumbered before the award date will not be reimbursed.

Funding is provided to cover the cost of items that are necessary to conduct the project and may include supplies, materials, and travel for research and/or dissemination of results. **Support for the students must be $10 per hour** and the total salary and benefits (if applicable) cannot be greater than 50% of the total project budget, unless justification provided by the Faculty Advisor.

**Please note:**

* You are required to attend an orientation at a date that will be communicated to you via email once your proposal has been selected for funding. Failure to attend will result in forfeiture of award funds.
* 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. Any equipment purchased with RVURF funding is the property of Ohio University and must be turned over to the Russ College at the end of the project.
* If you request funds for travel to present your research, indicate the name and date of the conference, and provide specific travel plans in the comments section of the Budget Form.
* Note, RVURF funding for hotel accommodations is limited to one night.
* All travel rates must comply with Ohio University accepted rates as indicated by the Finance Department at: <https://www.ohio.edu/finance/procuretopay/procurement/travel_services_resources.cfm>

1. **FACULTY ADVISOR’S ENDORSEMENT**

The advisor’s endorsement letter must not exceed one (1) page and may be single-spaced. The advisor may email the letter separately from the application. The letter **must** be received prior to the deadline and the student should note in the application that the letter will be emailed separately.

The endorsement must include: (1) an assessment of the student’s interest and preparation in relationship to the proposed project, (2) the perceived benefit of the research activity to the professional development of the student and (3) a description of his/her advisor’s role in the project.

**Advisors with multiple students applying in a single cycle should be cognizant that if funding is limited, only one student will be funded. Therefore, in the advisor’s letter, it would be beneficial for the advisor to indicate the order in which student applications should be considered.**

1. **APPENDICES**

This section is limited to two (2) pages and may be single-spaced. All appended materials must be submitted electronically as part of the single .pdf file unless otherwise approved prior to submission. ***Appended materials are limited to the following: letter of collaboration or financial support.***

**PROPOSAL SUBMISSION**

The student must submit one copy of the proposal (with required signatures) either electronically\* or hard copy to the Assistant Dean for Student Services ([sallarg1@ohio.edu](mailto:sallarg1@ohio.edu), Stocker 118) prior to the deadline.

\*Electronic copies must be submitted as a single file in Adobe Acrobat format (Mac users must include the file extensions .pdf in the file name). Electronic copies **must** contain the entire proposal unless authorized prior to the deadline.

IRB AND IACUC APPROVAL:

To ensure that the University is in compliance with all federal regulations, complete the checklist below. *Note: your proposal can be approved prior to IRB or IACUC approval (put “pending” or “to be submitted” instead of approval number), but funding will be withheld until notification of approval or exemption.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Yes*** | ***No*** | ***Office of Research Compliance*** | ***Policy #*** |
|  |  | Using Human Subjects in Research (including surveys, interviews, educational interventions):  Institutional Review Board (IRB) Approval #:  Expiration Date: | 19.052 |
|  |  | Using Animal Species in Research:  Institutional Animal Care & Use Committee (IACUC)  Approval #:  Expiration Date: | 19.049 |

**Appendix A**

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Cover Page

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ohio University Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athens Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class rank: (circle one) Freshman Sophomore Junior Senior

Expected Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PID (from student ID card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor’s Name and Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring Department or Center\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project End Date\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*(must be May 15 or earlier)

Course (if any part of funded work is receiving credit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount of money requested in this application: \*\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*(May not exceed $2000)

We, the undersigned, have read the Guidelines for this fund and understand the responsibilities we undertake should funding be received. We will comply with the requirements to submit monthly project reports and a final report. We certify that the application has been written and completed by the student.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair/Center Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX B**

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Funding SuBmission Request

This page must appear in all submissions for funding as the cover page to receipts in Concur for reimbursements and travel.

Award Designation Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Student’s Name:

Student’s Home Department:

Project Title:

Total Funding Awarded:

Total Funds Spent to Date:

Funds Requested with this Submission:

Remaining Funds after this Submission:

**APPENDIX C**

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Undergraduate Research Fund

mONTHLY REPORT

(pROJECT TITLE)

(AWARD DESIGNATION NUMBER)

(sTUDENT NAME)

(FACULTY aDVISOR’S nAME)

sUMMARY OF mONTHLY pROGRESS:

(Enter text detailing the research activities accomplished during the month)

pROGRESS sCHEDULE:

(Provide a schedule or chart of research activities defined in the proposal as well as a comparative status of actual verses proposed progress. An example is provided below.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | September | October | November | December | January |
| 1. Collect Data | Proposed | |  |  |  |
| Actual through 11/25 | | |  |  |
| 1. Analyze Data |  |  | Proposed | |  |
|  |  |  |  |  |
| 1. Prepare Report |  |  |  |  | Proposed |
|  |  |  |  |  |

SUPPLIES PURCHASED:

(Enter text identifying the supplies purchased during the month and how they were utilized or planned to be utilized.)

pROJECT eXPENDITURES sUMMARY:

(Provide a table comparing the status of actual verses proposed expenditures. An example is provided below.)

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Line Item | Proposed Costs | Actual Costs | Percent Spent |
| Personnel Costs | $200.50 | $181.00 | 90.5% |
| Supply Costs | $600.25 | $365.25 | 60.8% |
| Travel Costs | $0 | $0 | N/A |
| Total Project Costs | $800.75 | $546.25 | 68.2% |

pROJECT sUMMARY:

(Fill in the following table; do not modify the table. Status can be on track, behind schedule or ahead of schedule.)

|  |  |  |
| --- | --- | --- |
| Percent Spent | Percent Work Complete | Status |
|  |  |  |

**APPENDIX D**

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Final REPORT

(pROJECT TITLE)

(sTUDENT NAME)

(FACULTY aDVISOR’S nAME)

Abstract

Include a 100-word maximum abstract that is a clear and concise summary of the project.

project background

Provide a clear and concise description of the problem that was researched. This section should explain the need for the research and its relevance to engineering, either practice or research.

Project objectives

Provide an overview of the technical objectives of the research project. The goals of the research should be clearly identified.

description of research performed

Provide a brief description of how the study was conducted. Highlight significant occurrences or milestones that occurred throughout the project.

research conclusions

Briefly explain the findings of the study. Indicate the significance of the results.

recommendations for future research

Provide a brief description of future research that can be conducted due to this project or how the project should be modified and re-evaluated.