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.

SUBMISSION METHOD
All submission must be submitted electronically to gssgrantreview@gmail.com. PDF files are strongly encouraged as formatting can change between platforms when Word (or similar) files are used. Submit the document as one file; the signed Application Form can be scanned (scanners are located in the library), and separate PDF files can be merged with the following website: www.pdfmerge.com. It is strongly encouraged that you save the file as follows: Lastname_OWG.pdf

FONT
The entire proposal must be prepared using a legible font at least 12-point size. 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 unless otherwise noted. 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 VITA 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 of no more than 5 pages per PI.

PAGE LIMITS
The entire proposal must contain the following sections: application form, checklist, 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.

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MULTIPLE PIS
For multiple PIs on one project, only a single proposal can be submitted for consideration. Clear differentiation of roles must be addressed in the proposal, and CVs for all PIs included, each CV adhering to the page limit.

For multiple PIs where each is responsible for a distinct project within a larger scale study or creative endeavor, each PI is expected to apply for funds in separate, independently written proposals.

It is strongly encouraged that applicants who are Co-PIs with other graduate students consult with the current Chair of the GSS Grant Committee prior to application submission.
**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.

**Application Checklist**
The checklist should be downloaded from the GSS Original Work Grant Website. This checklist is designed to facilitate the inclusion of all necessary sections in the correct sequence.

**Resubmission Reviewer Comments and Summary Statement**
If a PI has previously been denied funding, the Review Committee will provide a copy of the comments from the reviewers. A copy of these comments must be included 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. On the page following the comments, a resubmission statement must be included summarizing how the concerns were addressed and responses to the comments if no changes were made.

**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 differs 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 analysis 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. If the project is being conducted by coPIs, then clear differentiation of roles must be addressed in the proposal.
**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.
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 a page-limit 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 the first time of use in the text of the abstract/narrative.

It is important for the PI to understand that the reviewers represent a diversity of disciplines and therefore are likely not 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 an informed layperson.