GRANT FOR ORIGINAL WORK

Original Work Application Guidelines
Revised April 2006

ABOUT THE ORIGINAL WORK GRANT

Purpose

The Graduate Student Senate Grant for Original Work exists to strengthen and support original endeavors in the arts, sciences, and humanities. Funding is provided by the Office of the Associate Provost for Graduate Studies, overseen by the Office of the Vice President for Research and administered by the Graduate Student Senate. The purpose of the original work grant is to support and encourage the graduate student research and creative activities that best represent the exceptional work and diverse achievements of the Ohio University graduate student body. This grant is intended to defray the costs of such activities and in rare circumstances may award funds to cover all research and creative costs.

GENERAL GUIDELINES

Eligibility

Graduate Students from all departments in the Colleges of Arts and Sciences, Fine Arts, Education, Engineering, Business, Communication, Center for International Studies, Health and Human Services, Osteopathic Medicine and the Individual Interdisciplinary Program are eligible. Applicants must be enrolled for at least one credit hour at Ohio University and be making progress towards a graduate degree.

**Note** For students involved in performance based efforts: students selected to participate in a performance (e.g. all-state dance performance) or displaying the results of their performance-based research should apply to the travel grant whereas those arranging a performance recital or showcase should apply to the original work grant. In either instance, it is highly suggested that you contact the review committee in order to determine the appropriate placement of your submission.

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DEADLINES & SUBMISSION INFORMATION

Each applicant must submit ten (10) complete copies, one of which must be the original. All copies should be submitted in a large envelope properly addressed to the GSS Grant for Original Work and list the date of submission. Envelopes must be delivered (via campus mail or in-person) to the Graduate Student Senate Office (218 Lindley Hall) by 4 p.m. on the Monday of Week Four of each academic quarter:

• Fall Quarter 2005: Monday September 26, 2005
• Winter Quarter 2006: Monday February 6, 2006
• Spring Quarter 2006: Monday May 1, 2006

After the deadline has passed, applicants will receive an email confirming the receipt of their proposal by the review committee. If you submitted an application, but do not receive an email receipt within 48 hours after the deadline, please contact the GSS Grant Committee. Late submissions will not be reviewed – NO exceptions.

FORMAT AND REQUIRED ITEMS

The proposal should be typed in 12-point Times New Roman unless otherwise noted and adhere to denoted spacing and page limits. Margins on each page should not measure less than one inch on all sides. Pages must be numbered sequentially and may not exceed the limits of the individual sections as noted below. Please make sure to proofread your work. If you are not a strong writer, Alden library provides a free writing service that can help applicants with their writing.

Each submission MUST have a completed cover page, an abstract written to a lay audience, a detailed narrative of the work in question with a literature cited section, an exact, detailed budget, a budget justification, and a current Original Work Application Guidelines Curriculum Vitae in order for the proposal to be reviewed. You MUST be sole author of every section.

I. Cover page (provided). This form asks if the proposed work uses human and non-human animal subjects and asks for approval numbers from the Institutional Animal Care and Use Committee (IACUC) and the Institutional Review Board (IRB). For more information on the IACUC and the IRB, visit www.ohiou.edu/research/compliance/index.html

Please note that you may submit a proposal that has not yet received IACUC or IRB approval, however, NO funds will be dispersed until you have contacted the GSS grant chair (find who the grant chair is on our website) to submit your approval numbers. In addition, this form requires signatures from the applicant, the applicant’s faculty advisor, the applicant’s graduate department chair, as well as the applicant’s GSS Department/School Representative.¹ The faculty advisor must sign the application cover page verifying that the research is sound and thus making them academically responsible for the student’s proposed research. In addition, the graduate chair must sign the application cover page verifying that they are fiscally responsible for the student.

¹ If your department/school does not have a representative on GSS, your grant application will not be accepted. Therefore, if your department/school lacks representation, and you still want to apply for a grant, please contact your graduate chair, department chair, College Senator on GSS, and/or fellow students in your department/school to apply to GSS for membership. It is very easy to apply for membership. Just go to our website to find the application.

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II. **Abstract (one double-spaced page)** that concisely summarizes the proposed project including the nature of the project, how the project will be executed, and the overall significance of the work. The abstract should be written in language understandable by an informed layperson. **Avoid** the use of discipline specific language within the body of the abstract.

III. **Narrative (four double-spaced pages)** description of the project. The narrative must include the following:

1) Background information and/or review of the literature,
2) The specific goals/objectives/hypotheses of the project,
3) The methodology that will be used including techniques and what specific information is being collected (if applicable). The methodology should be clearly related to the specific goals proposed. If necessary, applicants can provide supplemental materials to further specify methodology in Appendix A (see below),
4) The overall significance and importance of the work (is this a new direction, new focus, how is this different from things that have already been done?),
5) A general description of how the project results will be disseminated (e.g. at a conference, art exhibition, submitted to a peer-reviewed journal).

As noted on the cover page, projects involving the use of non-human animals or human subjects must receive approval from the appropriate review committee to ensure compliance before awardees can receive any funds. If this work is part of a larger project you are working on with a professor, make sure to specifically state your role in the research versus that of the professor.

IV. **Budget (1 page maximum, no smaller than 10-point font).** The budget should be presented in tabular format (i.e., Excel or comparable spreadsheet). Please note that the maximum amount awarded to any one proposal is $500. The committee will likely award less than the total budget and in only rare cases will the funding cover all costs. The budget should contain:

A. Cost breakdowns for items related to the proposed project and travel necessary to conduct the proposed research. The applicant may NOT include travel to present the work as the GSS Travel Grant covers this. Applicants asking for non-conference travel may only request funding for airline tickets and/or gas, the cost of lodging, and costs related to conducting the research at the site. Airfare quotes must reference the source of the quote (e.g. Orbitz.com, STA.com, Travelocity.com).
B. No salary expenses are allowable.
C. If you are requesting funding for equipment, you **MUST** include a budget justification. Funds for equipment should only be requested after a search has been conducted by the applicant that demonstrates that this equipment is not available on this campus and cannot be acquired on loan. See budget justification below for how to justify equipment. Any equipment purchased with this grant money becomes the property of Ohio University.
D. **Specifically** indicate which items you intend to fund with the GSS Grant for Original Work, what items are covered by other funding sources, and items for which you are currently seeking additional funding.

V. **Budget justification (2 double-spaced pages maximum)** is used to illustrate the importance of particular line items, or to justify seemingly out of the ordinary expenditure requests. The budget justification must speak to **each item** listed in the budget and clearly state how this item will be used.
to complete the proposed project. This section can include specific justification for equipment costs. The student must list the steps that were taken to ensure that this item does not exist on campus, cannot be obtained on loan (or could be obtained on loan but the project is time-sensitive and cannot wait until the item is available), and why the equipment is essential to the proposed project. Please list any Ohio University professors (name and email address) that were contacted in order to determine need for the specific equipment. Other kinds of odd expenditures (including particular kinds of materials for artwork, creative work, or design endeavors) should be justified by including the importance of the particular material, and the lack of such material existing on campus already.

VI. Curriculum Vitae or Resume (5 pages maximum) The information should be in reverse chronological order. In addition to the regular items that appear on such a document (e.g., name, contact information, publications/presentations, service, etc.), the applicant should also include his/her Ohio University GPA and anticipated date of graduation from Ohio University. The applicant may include graduate level courses taken at Ohio University and other institutions (include course title only) if they are relevant to the individual’s ability to conduct the project.

VII. Literature Cited (single-spaced, no page limit) section that includes only the work cited in the body of the narrative. In cases where citing work is not applicable (e.g., some creative work), you must still include the section for Literature Cited, but plainly indicate that no works were cited for the purposes of your particular project. Please contact the GSS Grant Committee if you have questions regarding this section. For ease of review, you must use one of the formats below. Journal titles should not be abbreviated and applicants must use one of the formats below. Some citation examples are provided for each format style, but please see other sources (e.g. www.bedfordstmartins.com/online/citex.html) for formatting other items such as websites, governmental publications, etc.

APA
1. Journal article:
2. Book:
3. Book chapter:
4. Within the text:
   Fine and Kurdek (1993)
5. Citations in text:
   (Fine & Kurdek, 1993)
6. In the case of multiple references:

MLA
1. Journal article:
In response to Victor Brombert's 1990 MLA presidential address on the "politics of critical language," one correspondent suggests that "some literary scholars envy the scientists their wonderful jargon with its certainty and precision and thus wish to emulate it by creating formidably technical-sounding words of their own" (Mitchell).

Science (CBE Name-year)
1. Journal article:
2. Book:
3. Book chapter:

In addition to the seven essential elements, applicants may submit some or all of the following:

VIII. Glossary (1 single-spaced page) or definition of terms used in the narrative portion of the proposal. This can be very helpful for reference purposes and words should be defined without the use of discipline specific language. All words listed in the glossary should appear in bold face in the body of the narrative so that the reader may easily reference the definition provided in this section. Although you may use jargon in your narrative, please do NOT rely too heavily on the glossary to explain a lot of jargon, the glossary is not a crutch, you still must be able to write clearly. The glossary must not exceed one page and can be single-spaced.

IX. Appendix A (3 pages, 3 items, or combination thereof maximum) is optional and can include other materials as appropriate. For example, this is the place to provide a description of specific technology that will be used that may be unfamiliar to the reader (e.g., high-pressure liquid chromatography, radioimmunoassay), figures depicting methodological techniques (e.g., CT scans, survey questions), designs for artwork (e.g., sketches, layouts, photographs) or letters of support (e.g. a letter from a museum allowing your admittance into a special collection, letter from a university professor allowing you to use specific equipment). NOTE: You may NOT include letters of reference in this section. Appendix A may also include items such as VHS recordings, CDs or CD-ROMS, and cassette tapes IF the material is essential to capturing the essence of the project at hand. Recorded materials MAY NOT exceed 10 minutes in length. You should use this section to help the committee “picture” your project in a way that cannot be captured by words alone. Please note that items submitted will be returned to the student ONLY if they make an appointment with the
review committee to retrieve those items. **Appendix A SHOULD NOT be merely an extension of the narrative!** Once you have completed the components, place them in the following order. If you do not have one of the optional components, proceed to the next on the list.

1. Cover page (provided)
2. Abstract (1 double-spaced page)
3. Narrative (4 double-spaced pages)
3a. Glossary (1 single-spaced page)
3b. Literature Cited (single-spaced, no page limit)
4. Budget (1 page, format provided)
4a. Budget Justification (2 double-spaced pages)
5. Curriculum Vitae (5 pages)
5a. Appendix A (3 pages and/or items)

**REVIEW PROCESS**

Questions concerning the proposal preparation should be emailed to the GSS Grant Committee. The GSS research committee administrator will keep track of all paperwork regarding proposal submission, final report submission (see below) and statistics on awardees. Only proposals that meet the submission format guidelines (see above) will be reviewed. All grants meeting these criteria are divided evenly and randomly into three subcommittees for the first round of review. Each subcommittee consists of a variety of disciplinary methods – thus, your argument must be tailored to those who are trained in your methodological background as well as those who may operate from other methodologies. Each grant is assigned a primary reviewer who will compile the comments of the review committee for the applicants, funded AND not funded.

The subcommittees evaluate their proposals based on the applicant’s ability to construct a well reasoned, justifiable argument for the project, the feasibility of the project as outlined by the applicant, the appropriateness of the budget, the ability of the applicant to conduct the project in question, and the clarity of the author’s vision and goals for the project. Each subcommittee will determine whether or not proposals are meritorious based on the above criteria. Grants that are deemed meritorious are forwarded to the entire committee for a second review. Grants that fail to meet the meritorious line will be denied funding. These decisions will be made by **week 6** of the quarter. Grants that meet the meritorious line are forwarded to the entire committee for review during **week 7** of the quarter. The committee will review all of the meritorious proposals and assign a rank to each proposal. The ranks of the 9 review committee members will be averaged, and the corresponding number will be used to place the grants in a final ranking order. Awardees will receive notification of their successful application **prior to the end** of the quarter.

The committee will fund proposals based on the overall rank and the yearly programmatic needs of the GSS. It is stressed that ALL proposals making the cut to the final round of review are meritorious, and thus, **NO nonmeritorious proposals will be funded to meet programmatic needs.** Proposals are reviewed by the GSS Grant for Original Work Review Committee, a body of nine students from interdisciplinary backgrounds and methodologies. All members of the GSS Research Grant Review Committee are ineligible to submit proposals during their term of service unless there are a sufficient number of reviewers that they may excuse themselves from the review process for that quarter. All members of the Committee are ineligible to serve as primary reviewers for students in their home department, students in other departments with whom reviewers have personal ties, and students in other departments with whom reviewers have personal interests.

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relationships, or in instances of personal conflicts of interest. Members of the review committee must have completed the grant reviewing training offered through the GSS and the Office for the Associate Provost for Graduate Studies. Members of the review committee must adhere to the review committee bylaws, an agreement that they signed at the end of the certification process. The purpose of the provided checklist is to give the applicant a general idea of the criteria being used to review the application packet.

**AWARDS**

Applicants and the applicant’s advisor will be notified via email and campus mail within one week of the final decision. Copies of the award letter will be kept by the Associate Provost for Graduate Studies and the GSS. The award letter will consist of 1) the total amount awarded (not to exceed $500), 2) the overall score the proposal received, 3) the overall standing relative to the other applicants that quarter, 4) qualitative comments about the proposal highlighting the strengths and weaknesses in order of importance and 5) suggestions for resubmission (in cases where meritorious awards were not funded). Funds will be disbursed directly to the applicant’s department. Funds must be used within one year of receipt and any unused funds must be returned to the GSS. Cash awards cannot be made. All equipment and materials purchased will remain the property of Ohio University.

**FINAL REPORTS**

**Please submit to GSS Grant for Original Research, GSS Office, 218 Lindley Hall via mail or in-person.**

All awardees must submit a final report at the end of six months after the date of award or at the end of the project, whichever comes first. Failure to submit the Final Report renders you ineligible to receive future funding from the GSS, will jeopardize future Graduate Student Senate funding opportunities available to graduate students in your department, and possibly jeopardize your department’s ability to obtain University-wide funding. You will receive a detailed list of what to include in the report with your award letter. Make sure to follow the guidelines outlined on the handout.

If you fail to submit the final report within the required time frame, a letter regarding this failure will be sent to the applicant, the applicant’s advisor, and the graduate chair. The GSS review committee will do its best to send out a reminder, but ultimately it is the responsibility of the applicant to submit this report.

**RESUBMISSIONS & BACK-TO-BACK REQUESTS**

**Please submit to GSS Grant for Original Research, GSS Office, 218 Lindley Hall via campus mail or in-person.**

You may resubmit a proposal only if it was denied funding by the GSS. Resubmissions must include a copy of the previous review comments provided by the review committee. This allows the review committee to understand the feedback from which you have revised the proposal you are resubmitting. Include the previous review comments immediately following the cover page of your application. If you applied for funding in a previous quarter, you are eligible to apply for new funding in subsequent quarters only if your submission is for a different project that has never been submitted to the review committee. For new submissions and resubmissions, you must check the appropriate box on your application cover page. In all cases, funding remains contingent on merit as well as the programmatic needs of the committee.

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For more information, visit the GSS website at www.ohio.edu/~gss.

To contact the grant committee, go to www.ohio.edu/~gss and click on contact to find the chair of the grant committee’s email address.