FREQUENTLY ASKED QUESTIONS
GRANT FOR ORIGINAL WORK

Original Work Frequently Asked Questions
Revised 1-07-06

What is the Graduate Student Senate Grant for Original Work?
The purpose of this grant is to support the creative and scholarly activities of Ohio University graduate students. This grant was created by graduate students to help pay for research and creative work conducted by graduate students at Ohio University. Because this is the first year for this grant, unforeseeable problems may arise. If you have any problems or suggestions for improvement please contact the Graduate Student Senate at gss@ohio.edu.

How is this grant different from the Houk Grant?
The Houk program no longer exists. The GSS Grant for Original Work differs significantly from the former Houk program. Some of the main differences include:

1. The grant review committee is composed of individuals with wide disciplinary and methodological backgrounds.
2. A glossary, appendices and budget justification that allow the applicant to better explain his/her project.
3. This grant is designed **ONLY** for original work (there is a separate grant for travel purposes). The broad definition of “original work” allows all graduate students in all departments access to potential funding through this program.
4. The primary purpose of this grant is to support meritorious original work by graduate students that aligns with the programmatic goals of the granting program. This grant is **NOT** designed solely as an exercise in writing; the program will provide important feedback to applicants for further grant submissions, but the primary purpose is to fund research that will improve the reputation of Ohio University graduate students.

If I submitted a Houk grant, if I submit a proposal will it be considered a resubmission?
No, it is only a resubmission if you are resubmitting a previous Original Work Grant.

What can the GSS original work grant be used for?
This grant will support direct project costs (e.g. supplies, materials, travel to conduct research) for both current and ongoing projects. The funds cannot be used for conference or meeting travel, and the funds cannot cover items purchased prior to the funding decisions. Equipment costs will only be defrayed if proof can be given that the equipment is not available on campus for loan.

Who is eligible?
Applicants must be enrolled for at least one credit hour at Ohio University and be making progress towards a graduate degree.

How often can I apply for the GSS original work grant?
You may receive only one award per granting cycle for a single project. A student can submit a grant each quarter for funding as long as 1) the submitted proposals represent two different projects; these projects can represent two different parts of the same larger thesis/dissertation so long as they are clearly distinguishable projects or 2) the applicant is resubmitting a proposal (with corrections) that was not previously funded.

How often is the grant offered?
Three granting cycle will be offered – One during each of the fall, winter, and spring quarters.

What if I am participating in an artistic performance?
For those involved in a performance: students selected to participate in a performance (e.g., an all-state dance performance) or displaying the results of their performance-based research should apply to the travel grant whereas those arranging a performance showcase or recital should apply to the original work grant. In either instance, it is highly suggested that contact the Graduate Student Senate (gss@ohio.edu) review committee in order to determine the appropriate placement of your submission.

How much money is offered?
At least ten grants of up to $500 will be given, however budgets may exceed or fail to meet the $500 limit. The review committee strives to fund the entire $500 when possible, but reserves the right to adjust budgetary funding to meet the programmatic needs of the GSS.

How long will the funds be available to the awardees?
One year.

What are the deadlines?
The deadline will be 4 p.m. of the fourth Monday (or Tuesday if Monday is a holiday) of each quarter. Exact deadlines will be posted on the GSS website. Late submissions will not be considered for funding.

How can I confirm receipt of my grant proposal?
Applicants will receive an email notifying them of receipt of their proposal by the review committee within 48 hours after the deadline has passed. If you submitted an application, but did not receive an email receipt within 48 hours, please contact the GSS review committee at ss@ohio.edu.

Where do I submit my grant proposal?
All applications must be submitted to the GSS office located at 218 Lindley Hall.

What should I submit?
Each applicant must submit ten (10) complete copies (only one copy needs to be the original). All copies should be submitted in a large envelope properly addressed to the GSS Grant for Original Work.

How does the grant review process work?
Submissions must meet the minimum requirements for review in order for full review by the grant committee. The minimum requirements include:

1. The grant is submitted by the deadline.
2. The graduate student submitting is eligible for funding.
3. The cover page is complete with ALL signatures.
4. The grant proposal contains AT LEAST a cover page, abstract, narrative, literature cited, vitae, budget and budget justification. Other pieces of the grant proposal are strongly suggested when they enhance the quality of the proposal.

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. All reviewers must complete a grant-training course, and an introductory review training session before appointment to the review committee. Each grant is assigned a primary reviewer who will compile the comments of the review committee for the applicants, funded AND not funded.

Members of the review committee are NOT allowed to be the principle reviewer of a grant from their home department. 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, and grants failing to meet the meritorious line will receive notification of the subcommittee’s decision, as well as comments for revision where appropriate, by week 7 of the quarter.

Grants that meet the meritorious line are forwarded to the entire committee for review during week 8 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. 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 non-meritorious proposals will be funded to meet programmatic needs. Awards will be announced during week 9 of each quarter following deliberations of the review committee. Applicants and the applicant’s advisor will receive notification within one week of the final decision. The award letter will consist of the total money awarded, the score the proposal received, the overall standing of the proposal in relation to other applicants and a written evaluation of the proposal highlighting the strengths and weaknesses.

**How do I use this money?**
The funds will be disbursed directly to the applicant’s department and may be accessed using a P-Card. Funds must be used within one year of receipt and any unused funds must be returned to the GSS.

**General proposal format:**
- Typewritten
- 12-point Times New Roman Font unless otherwise noted.
- 1-inch Margins
- Pages numbered sequentially (not exceeding the allowable length as seen below – Portions of the proposal that exceed the page limit will be read up to the page limit ONLY.)

**Is there a checklist?**
Please use the following as a checklist to ensure that your application packet is complete. A complete proposal has the following items:

1. **Cover Page** (provided) using the format provided. It MUST be signed by the applicant, the faculty advisor and department graduate chair.
2. **Abstract** (1 double-spaced page) that summarizes the project. *It must be understandable for the layperson so avoid discipline specific language.*
3. **Narrative** (4 double-spaced pages) that describes the project including background information, the specific goals of the project, the methodology that will be used to conduct the project and the overall significance and importance of the work. Include a general description of how the project results will be disseminated (e.g., at a conference, art exhibition, submitted to a peer-reviewed journal).
4. **Literature Cited** (single-spaced, no page limit) that includes only the Work cited in the body of the narrative and is in one of the below formats.
   a. APA
   b. MLA
   c. Science
5. **Glossary** (1 single-spaced page) a definitions of terms. All words should appear bold faced in the text of the narrative/abstract.
6. **Budget** (1 page maximum, no smaller than 10-point font) in tabular format (i.e., Excel or comparable spreadsheet) with the following information:
   a. Cost breakdowns for items related to project and travel necessary to conduct the research
   b. No salary expenses are allowable
   c. Funds for equipment that cannot be acquired on loan. See budget justification for how to justify equipment. The equipment will become property of Ohio University.
   d. *Specifically* indicate which items are intended to be funded by the GSS grant and what items you will be seeking funding from other sources.
7. **Budget justification** (2 double-spaced pages) clearly states how each item in the budget will be used to complete the project. The student must list the steps that were taken to ensure that this item was not available on campus and list any Ohio University professors who were contacted.
8. **Curriculum Vitae or Resume** (5 pages maximum) should be in chronological order and include name, contact information, publications/presentations, Ohio University GPA, anticipated date of graduation from Ohio University teaching/professional experience, and other relevant information about the applicant’s skill to complete the proposed project.
9. **Appendix A** (3 pages maximum) is optional and can include information such as a description of specific technology that will be used that is unfamiliar to the reader, figures depicting methodology or designs for artwork, letters of collaboration or support that verify access to data required, DVDs or VHS video tapes (in the case of films), or CDs or cassette tapes (in the case of music).

**What if I am using non-human animals?**
If you will be collecting data from non-human animals, you are required by law to get the approval of the Institutional Animal Care and Use Committee (IACUC). Visit [www.ohiou.edu/research/compliance/](http://www.ohiou.edu/research/compliance/) for more information. If you have IACUC approval, you must list the approval number on the cover page. If approval is pending, you can submit your grant proposal, but NO funds will be dispersed until you contact the GSS review committee with your approval number. Please send updates on your approval to gss@ohio.edu. If you are not using animals, simply check the “no” box.
What if I am using human test subjects?
Regardless of the nature of your research, if human subjects are involved, you must contact the Institutional Review Board (IRB). Visit www.ohiou.edu/research/compliance/ for more information. If you are using human subjects and the IRB requires you to obtain IRB approval, please list your IRB number in the appropriate place on the cover page. If you are using human subjects and the IRB has said that your research is exempt from IRB approval due to the nature of the work, please select the appropriate box on the cover page. If approval is pending, you can submit your grant proposal, but NO funds will be dispersed until you contact the GSS review committee with your approval number at gss@ohio.edu. If you are not using human, simply check the “no” box.

What goes in the budget?

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<thead>
<tr>
<th>Supplier</th>
<th>Each ($)</th>
<th>Quantity</th>
<th>Total ($)</th>
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<tbody>
<tr>
<td>Requested from GSS Grant</td>
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<tr>
<td>Items/Materials</td>
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<td>Provided by Self/Advisor/Department</td>
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<td>Items/Materials</td>
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<tr>
<td>Funding provided by (fill in grant/award)</td>
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<td></td>
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<tr>
<td>Items/Materials</td>
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NOTE: the “items requested from GSS” section in the table does **not** have to add up to $500 exactly; it can be more or less depending upon budget items. However, the “total amount requested from GSS” in the budget summary below may NOT exceed $500.

Travel to conduct research/collect data:
- *Lodging* (name and location) – use specific hotel fees: you can find estimates on travel websites such as Travelocity.com, Orbitz.com, Expedia.com, and many other major hotel chain sites.
- *Cost of flight(s) if applicable* – use specific flight costs: you can find estimates on websites such as Travelocity.com, Orbitz.com, Expedia.com, and many other major airline sites.
- *Cost of ground transportation* – We cover GAS only, **NOT** mileage. You must use the most recent, up-to-date quotes for gas costs.

Budget Summary:
- Total amount required for completion ($)
- Total amount requested GSS grant ($)
- Total amount received from other sources ($)
- Total amount pending from other sources ($)

What goes in the glossary?
Only place discipline specific words used in the narrative in the glossary. Define these words clearly and without the use of discipline-specific language. Glossary words should appear in **bold** in the body of the narrative.

How should I format the references?
Use one of the following formats. See the grant information page for formatting examples and a link to a webpage. APA, MLA, Science (CBE Name-year)

How long can the grant be (maximum page limits are given)?
- Cover page (1)
- Abstract (1 double-spaced)
- Narrative (4 double-spaced)
- Literature cited (no limit; single-spaced)
Who needs to sign the grant?
It must be signed by the applicant, the faculty advisor, and your departmental graduate chair.

Why do I need these two other signatures?
The signature of the faculty advisor on your cover page is to verify that the research is sound and thus making them academically responsible for your proposed research. The graduate chair must sign to verify fiscal responsibility.

Do I have to notify you of my progress?
Yes! You must submit a final report at the end of one year or the end of the project whichever comes first. Failure to do so will render you ineligible for future submissions. Failure to submit the Final Report will jeopardize future Graduate Student Senate funding opportunities available to graduate students in your department, as well as 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. All reports should be submitted to the Office of Graduate Student Senate, 217 Lindley Hall.

Where do I direct any questions that I may have?
Contact information: gss@ohio.edu or www.ohiou.edu/~gss

Can I resubmit a grant during a subsequent quarter?
Yes, if the project did not receive funding in the earlier award cycle you may resubmit in a later cycle. After your earlier submission, you will have received comments and suggestions for resubmission from the review committee. You should include these comments with your resubmission and check the resubmission box on the application cover page.