PROVOST'S UNDERGRADUATE RESEARCH FUND
Academic Year 2018-2019

Proposal Receipt Deadline: 4:00 pm, Thursday, October 04, 2018
Notification of Award: beg. December 2018

STATEMENT OF PURPOSE

Provost Undergraduate Research Funds (PURF) are intended to provide support for research, scholarship, and creative activity by undergraduate students under the guidance of a faculty mentor or advisor.

Awards will support the direct project costs (e.g., supplies, materials, research-related travel, etc.) for current and ongoing research and creative activity and will support travel to conferences, exhibits and performances for the students to disseminate their work. Funds will be available for (1) one year unless an extension is requested and granted and will be accessed through a university account. The minimum grant provided by this program is $100 and the maximum is $1,500.

ELIGIBILITY

Undergraduate students must be enrolled on the Athens or one of the regional campuses of Ohio University. Students must be enrolled and maintain undergraduate student status during the proposed project period.

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 in a subsequent year if they are undertaking a new research project, creative project, or scholarly work.

REVIEW AND EVALUATION/SELECTION CRITERIA

The scholarly, technical, or artistic merit of a proposed project is the primary criterion used by the Review Committee for evaluation of proposals. The Review Committee is composed of faculty members from diverse disciplines. Therefore, it is incumbent upon the applicant to speak to this diverse review committee.

PROPOSAL PREPARATION GUIDELINES

These guidelines supersede previous versions. Please review the guidelines before submitting a proposal. Very meritorious proposals are often not funded because guidelines are not followed and information needed to make an informed, objective decision is not available to the Review Committee. Many members feel that the care with which a proposal is prepared indicates the care with which the work will be done by the investigator.

The proposal must be conceived and written by the student and approved by the mentor.
Mentors are strongly encouraged to give feedback to the students during the proposal preparation process.

The application **must** contain the following: a (1) cover page, (2) abstract, (3) proposal narrative, (4) biographical information, (4) budget and (5) mentor's endorsement letter. The bibliography and appendix are optional.

1. COVER PAGE:

Complete the cover page (see below). 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.

2. 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 funded proposals and should be a stand-alone description of the proposed project and written in lay language.

3. PROJECT NARRATIVE

The project narrative **must** be no more than five (5) double-spaced pages and use 12-point type that is clear and legible, and standard size. 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: The Review Committee has the right to return without review any proposals that do not conform to these format requirements.

The goal of the requirements for type size, spacing, and margins is to provide legible documents of roughly similar length. The use of unusual typefaces defeats the goal the Review Committee hopes to achieve. Please review all electronic attachments before submitting.

The project narrative must address the following:
Please use these section headings in your proposal. Applicants 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 all committee members can understand your proposal.

Methods:
Describe the methods you will use to accomplish the research or creative work. *How will the work be accomplished?*

For research projects, 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.

For creative projects, it may be helpful to discuss the vision of the work to be created and the activities to be taken to support that vision.

Timelines:
Provide an expected timetable for the research or creative 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 member's research.

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

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

Literature cited in or used to inform the Project Description 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. If appropriate to the discipline, an annotated bibliographic essay may be prepared but should include sufficiently detailed citations for the references listed. Bibliographies that are obviously lifted en-bloc from a dissertation or other publication are a disservice to the proposal.

5. BIOGRAPHICAL INFORMATION
The biographical information section **must** be no more than 200 words.

Briefly describe any activities (course work, research, internships, other) you have done that have prepared you to do the proposed project.

6. BUDGET:
This section is limited to two (2) pages and may be single-spaced.

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.

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. Any equipment purchased with PURF funding is the property of Ohio University and must be turned over to the department at the end of the project and/or prior to your graduation.

- If you request funds to pay for tuition at another institution, you must justify why your project cannot be completed unless you attend another school.
- If you request funds for travel to present your research or creative activity, indicate the name and date of the conference, performance or exhibit and provide specific travel plans.
- Note, PURF funding for hotel accommodations for conference travel is limited to two nights.

a. Itemize the project budget. Be specific. Create a table as per below. Note, sources of funds other than the PURF (e.g., department, college, personal finances, external grant) can be listed if applicable.

Item	Amount	Source	Justification

b. If you are requesting travel funding only, please explain how you are funding the other parts of your project.

7. MENTOR'S ENDORSEMENT

The mentor's endorsement letter must not exceed one (1) page and may be single-spaced.

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/creative activity to the professional development of the student and (3) a description of his/her mentor's role in the project.

Mentors with multiple students applying in a single cycle <u>are strongly encouraged</u> to reflect on the benefits of research/creative activity experience and PURF funding for the individual student and to articulate this in their endorsement.   Mentor letters that are written as form letters do a disservice to the applicant.

<u>If necessary</u>, and with prior approval, the mentor may email the letter separately from the application. The letter **must** be received prior to the deadline (~~male-bru@ohio.edu~~) and the student should note in the application that the letter will be emailed separately. For FY19 only, contact Amy Chadwick, Faculty Fellow, Office of the VP for Research and Creative Activity, research@ohio.edu.

8. APPENDICES

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

PROPOSAL SUBMISSION

The student must submit one electronic copy* of the proposal (with required signatures) to ~~Roxanne Male'-Brune, Research Division: male-bru@ohio.edu prior to the deadline~~. For FY19 only, submit proposals to Amy Chadwick, Faculty Fellow, Office of the VP for Research and Creative Activity, research@ohio.edu.

*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) and emailed to male-bru@ohio.edu by 4:00 p.m. on the deadline date. Electronic copies **must** contain the entire proposal unless authorized prior to the deadline.

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

PURF COVER PAGE

TITLE OF PROJECT: _____

NAME OF APPLICANT: _____
CAMPUS/LOCAL ADDRESS: _____
E-MAIL ADDRESS: _____
DEPARTMENT: _____

BUDGET: Total Request   _____
                                                          (May not exceed $1,500)

CLASS RANK: (circle one) Freshman   Sophomore   Junior   Senior
GPA: _____
EXPECTED DATE OF GRADUATION: _____*

* Note: Students must be enrolled and maintain undergraduate student status during the proposed project period.

FACULTY MENTOR INFORMATION:
    NAME: _____
    E-MAIL ADDRESS: _____
    CAMPUS ADDRESS: _____
    DEPARTMENT: _____
    DEPARTMENT ADMIN/EMAIL: _____

We the undersigned have read the PURF Guidelines and understand the responsibilities we undertake should funding be granted.
We certify that the application has been conceived, written and completed by the student.

Student signature:_____Date:_____
Faculty signature:_____Date:_____
Faculty Advisor's Dept. Chair signature:_____Date:_____

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 #
		Human Subjects in Research (including surveys, interviews, educational interventions): Institutional Review Board (IRB) Approval #: Expiration Date:	19.052
		Animal Species: Institutional Animal Care & Use Committee (IACUC) Approval #: Expiration Date:	19.049

☐ **Optional:**
If selected for funding, I give permission to the Research Division to use my proposal as an example during training and workshop exercises. (Sign below)
Signature:_____ Date:_____