

Council on Research, Scholarship, & Creative Activity (CRSCA)

**Student Enhancement Awards (SEA) Request for Proposals
Academic Year 2018-2019**

Proposal Receipt Deadline: 4:00 p.m., Thursday, January 17, 2019

Notification of Award: April 2019

STATEMENT OF PURPOSE

Student Enhancement Awards (SEA) are intended to provide support for research, scholarship, and creative activity by undergraduate, graduate, and medical 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 will support conference travel for the student applicant(s) to present research findings. Funds will be available for (1) one year. Awards are limited to \$6,000 per award. Awards can support thesis and/or dissertation research. Joint applications are allowed.

ELIGIBILITY

All full-time students in a degree program are eligible, but a student may receive only one award per degree program while enrolled at Ohio University. All recipients are expected to be currently enrolled during the period of the award. Awards will not be made for direct project costs that are currently funded by other means. This restriction does not include fellowships, stipends, and other forms of individual support.

REVIEW AND EVALUATION/SELECTION CRITERIA

Proposals will be reviewed by the CRSCA committee. The scholarly, technical, or artistic merit of a proposed project is the primary criterion used by the Committee for evaluation of proposals. Approximately fifteen awards will be made each year. The distribution will be determined by the number of applications received and the quality of those applications. Awards will only be made to students with the support of a faculty mentor. The student and mentor are expected to attend together at least one professional conference or similar venue where research, scholarship and creative activities are presented. All awardees are required to present their funded project at the Student Research & Creative Activity Expo the following year if they are still on campus.

Note: CRSCA 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 these guidelines are not followed and information needed to make an informed, objective decision is not available to the 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 written by the student with the review and approval of the mentor (as signified by the signature on the cover page and the mentor's endorsement included in the proposal).

The Student Enhancement Award provides support for research scholarly and creative activities for 12 months following notification and account establishment (typically April).

The following sections **must be double-spaced and use 12-point type** that is clear and legible, standard size: the abstract, resubmission summary (if applicable), project narrative, glossary/definition of terms, and presentation of results. Figure, charts, tables and figure legends and footnotes in these sections 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.**

NEW!: The mentor's endorsement letter can be single-spaced but **must** use 12-point type and 1" margins. Mentors within the university do not need to use university letterhead. Mentors from outside the university should use their university/company letterhead.

All other sections: bibliography, budget and justification, biographical information, and appended materials may be single-spaced in a legible typeface. Margins should measure one inch (1") or greater on all sides.

****Please Note: The 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 Committee hopes to achieve. Please review all electronic attachments before submitting.

Questions concerning the proposal preparation process should be directed to Roxanne Male'-Brune, Office of the VP for Research and Creative Activity, 101A RTEC, Ohio University, Athens, OH 45701-2979, Phone: 740-597-1227, E-mail: male-bru@ohio.edu.

PROPOSAL SECTIONS

- Number pages to facilitate the review process.
- If you are submitting multimedia files, 'film or sound', please see the multimedia section.
- Do not submit any hard copies in any form.
- Proposal **must** be submitted as a PDF document, including scanned images of the fully signed cover page, checklist, and if applicable, the International Travel form (OHIO – Affiliated Travel Form).

Assemble the PDF in the following order with the following formatting/page limits:

- | | | |
|----|--|----------------------|
| 1. | Cover page | use SEA form |
| 2. | Checklist | use SEA form |
| 3. | Abstract* | 1 double-spaced page |
| 4. | Resubmission Summary (For Resubmission Only)* | 1 double-spaced page |

5.	Project Narrative	5 double-spaced pages
6.	Glossary/Definition of Terms* (Not required)	2 double-spaced pages
7.	Bibliography (Not required)	2 pages
8.	Presentation of Results	1 double-spaced page
9.	Mentor's Endorsement	1 page, 1" margins, 12 point font.
10.	Biographical information (Applicant(s) and key personnel)	3 pages per person
11.	Budget and Justification	no limit specified (Including the International Travel Form , if applicable):
12.	Appended Materials/Multimedia Files	5 pages; and no more than 10 minutes of footage (*see below for movie/sound files)

Sections marked with a bullet (*) identify text sections that should be written in language understandable by an informed layperson to assist the Committee in its review.

****Please note: The committee has the right to return without review any proposals that do not conform to these format requirements.****

1. Cover Page

Prepare a cover page (available for download at <http://www.ohio.edu/research/Funding.cfm>). Signatures **must** be obtained by the applicant and are required on the submitted proposal. If proposal is a re-submission, please indicate on this page. The cover page **must** be the first page of the proposal.

2. Checklist

Prepare and sign SEA checklist (<http://www.ohio.edu/research/Funding.cfm>). The goal of the checklist is to affirm that all the sections have been included and are compliant with formatting guidelines.

3. Abstract

The abstract is an important section of the proposal that contains information used by the Committee to evaluate the proposal. The abstract should include a concise summary of the proposed project, including what you propose to do, why, how, and the broader impacts of the project. To accommodate the varied backgrounds of the Committee, the abstract should be written in **language understandable by an informed layperson**. Avoid the use of discipline-based jargon in the abstract.

4. Resubmission Summary (For Resubmissions ONLY)

All revised, resubmitted applications **must** include a Resubmission Summary. Summarize any substantial additions, deletions and changes that have been made. The summary may include responses to criticisms of the previous application. If appropriate, highlight these changes within the text of the Project Narrative by appropriate bracketing, indenting or changing of typographical appearance or style. Do not underline or shade changes or use multiple typefaces.

5. Project Narrative

The narrative should address the following issues. Many otherwise meritorious proposals are rejected for failure to deal adequately with these questions.

1. The **goals and scope** of work of the research, scholarship, or creative activity: *"What do you intend to do?" "What will this research, scholarship, or creative activity accomplish?" "What problem does this project address?" "Why does this project need to be done?"*
2. The context of the project: In this discussion it's important to contextualize your project in relationship to others' works. It is also important to explain how the project differs from previous, related work: *"What has previously been done in the area?"*
3. The **methods** to be used in conducting the research or producing the scholarly 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 is 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 is 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.

Note: projects with multiple applicants must clarify the individual roles and expertise of the applicants.

4. The **significance** of the project: *Why is the work important to your field?"*
5. Include a statement of the **broader impacts** of the research/scholarly activity (e.g., Will your findings provide a better understanding of a societal problem? Are you going to train students? Will you make your results accessible to the public?)

Confidentiality: If the proposal discloses ideas, practices, or processes for which patent protection will be or is being sought, the word "Confidential" should be placed at the top and bottom of each page that contains such information. Also, the following statement should be placed on the cover sheet immediately above the signature section.

"The data contained in this proposal is confidential and proprietary and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal without the written permission of the author. Permission is hereby granted to the Ohio University CRSCA to evaluate this proposal in accordance with its normal procedures, which may include evaluation by evaluators both within and outside the University, with the understanding that written agreement not to disclose the information shall not be required of or obtained from any such evaluators. This restriction does not limit the right of any such evaluators to use information contained in this proposal, if it is obtainable from another source without restriction."

6. Glossary/Definition of Terms (Not Required)

Some disciplines use acronyms and/or terms that can be unfamiliar to an informed layperson. A short glossary or set of definitions can be helpful for reference purposes. An applicant is not required to include a glossary but may consider it for ease of reading and enhancement of comprehension. Illustrations are acceptable within the Glossary but must not be used as a means to circumvent the page limits of the Project Narrative.

7. Bibliography

Literature cited in or used to inform the Project Narrative 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.

8. Presentation of Results

A plan for the submission of the research or creative activity results at an external conference, performance or exhibition must be detailed. In addition, all awardees are required to present on their funded project during the next Student Research & Creative Activity Expo if they are still on campus.

Note: An applicant may only request funding for one conference.

9. Mentor's Endorsement

The mentor must include: (1) an assessment of the student in relationship to the proposed project and (2) a description of his/her role in the project proposed by the student. If the research proposed is thesis or dissertation work, the committee expects more than a simple statement of service as the advisor. Every discipline approaches the role of advisor differently. The awards are designed to enhance the traditional advisor's role by providing needed research support and an opportunity for professional development. This latter goal is embodied in the expectation for joint conference participation.

Mentors with multiple students applying in a single cycle are strongly encouraged to reflect on the benefits of research/creative activity experience and SEA 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.

NEW!: The mentor's endorsement letter can be single-spaced but must use 12-point type and 1" margins. Mentors within the university do not need to use university letterhead. Mentors from outside the university should use their university/company letterhead.

NEW!: Applicants with multiple mentors within the university must submit one letter, jointly signed by the mentors. Applicants with a mentor outside the university and within the university may submit two separate letters if needed.

10. Biographical Information

Include biographical information for the applicant(s) and key personnel. Key personnel are collaborators, other than the faculty mentor, who are essential to the completion of the project. For the student applicant(s), the biographical information must include GPA, anticipated date(s) of graduation, exhibitions, publications, relevant coursework, language skills, awards, and funding. Students must be enrolled and maintain undergraduate/graduate/medical student status during the proposed project period.

In addition to a Curriculum Vita, applicants must include a list of other research/scholarly support for which the applicant has applied and/or is currently receiving. This information is to be summarized in a separate section within the Biographical Information titled: "Other Funding Sources".

11. Budget and Justification

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

This section should include the breakdown of the budget by line items, total budget request, sources of matching funds, and budget justification.

- The maximum award is \$6,000.
- A typical budget could include up to 1/3 of the total award for conference travel costs for the student. Requests for more than 1/3 of the total award will be entertained but require special justification. The mentor should accompany the student on any conference travel charged to the project budget. Funding is allowable for one conference/presentation only.
- At least 1/3 of the requested amount must be used for project expenses excluding conference travel.
- No salary expenses for the student or faculty mentor are allowable.
- Expenses for publication costs are discouraged; however, if such expenditures are necessary, they must be justified in detail in the proposal.

Categories of budget items include:

A. Consumable Supplies: Enter dollar amount of requested funds. Provide adequate detail so that a person knowledgeable in the field of the proposed research may make an assessment of the reasonableness of the request. If the budget item is a common consumable supply generally available in most laboratories, offices, or studios, please justify the purchase with SEA funds.

B. Travel: Enter dollar amount of requested funds. Travel expenses **must** be broken down into transportation, meals, and lodging categories, and the basis for the figures must be provided.

Where appropriate use the OU Travel Reimbursement Policy 41.121 to determine limits on travel expenses. Budget requests are scrutinized carefully and requests, especially for long periods of travel, should reflect efforts to economize.

- For conference travel: A typical budget could include up to 1/3 of the total award for conference travel costs for the student. The mentor should accompany the student on any conference travel charged to the project budget. Funding is allowable for one conference/presentation only. Mentor's costs for conference travel are not allowed except under exceptional circumstances, and requests require full justification.
- For domestic travel: Meal expenses will be reimbursed as per the U.S. General Services Administration per diem rates, www.gsa.gov/perdiem.^{*} Federal employees are only eligible for 75 percent of the total M&IE rate for the location to which they are traveling on the first and last day of travel; all other days are reimbursed at 100% the rate.
**unless the applicant stipulates a lower reimbursement through the Concur system.*
- For international travel: Any international travel will need to be fully justified. In addition, applicants proposing international travel must complete the appropriate international travel forms available from the Office of Education Abroad before the grant submission deadline. A copy of the form (<https://www.ohio.edu/research/funding.cfm>) must be included in the budget.
 - Meal expenses and hotel rates will be reimbursed as per the U.S. Department of State per diem rates, https://aoprals.state.gov/content.asp?content_id=184&menu_id=78.^{*}
**unless the applicant stipulates a lower reimbursement through the Concur system.*
 - The following must also be addressed in the justification for international travel:
 - i. What are potential safety concerns in the region (as noted on the U.S. State Departments travel warning page: <https://travel.state.gov/content/travel.html>), and how do you propose to take precautions?
 - ii. According to CDC recommendations (<http://wwwnc.cdc.gov/travel/>) what immunizations must you get prior to arriving in the country and what other measures do you need to take to ensure that you remain in good health abroad? When do you plan on getting these immunizations?

Please Note: For all travel arrangements, hotel and airfare must be booked using a p-card and the Concur system. If the vendor does not accept the p-card, then you may pay for the expense out of pocket and be reimbursed through the Concur system.

C. Equipment: All major items of equipment, including computers, which are to be purchased with SEA funds, should be listed with the estimated cost of each item and components of each item if applicable. Because of limited funds available to the Committee, requests for equipment should be made only after a conscientious search has been conducted to determine whether this equipment is already on campus and available through a loan or share arrangement. The duration of use/% time used, project-based activities supported and inability to secure through other resources should be addressed. For

computers, the specifications and capabilities must be stated and justified. Any equipment purchased with SEA funding is the property of Ohio University.

D. Other: Costs for transcription charges, photocopying charges, postage, and the purchase of essential publications and fees paid to participants in the scholarly activity are eligible.

E. Total: Enter total dollar amount requested. The total requested may not exceed \$6,000.

12. Appended Materials/Multimedia Files

All appended materials must be submitted electronically as part of the electronic application unless otherwise approved prior to submission. The Appendix is an appropriate place to provide representative creative materials, copies of test instruments, questionnaires, or survey forms that will be employed. Examples of the applicant's previous work, including photographs or film footage (no more than 10 minutes), may also be included and their relevance to the proposed work should be explained.

Note: illustrations that directly support the Project Narrative (e.g., graphs, tables, figures) should **not** be included in the Appendix but rather should be included within the 5 pages of the Project Narrative.

Proposals that involve the collaboration of others should include a description of the collaborator's role and responsibilities as part of the Description section. Documentation of their availability and acceptance of their participation as described in the proposal should be included in the Appendix. All materials included in the Appendix should be briefly referenced in the Discussion section.

For larger format materials, it is recommended that applicants upload their materials, e.g., to YouTube, and refer the reviewers to the proper URL. Note: uploaded materials **must** conform to the page limits/viewing time described above.

Applicants are strongly advised to write the Project Narrative such that it is a "stand-alone" document without the reviewer needing to refer back and forth to the Appended Materials. Supplemental text and figures in the appended materials is not permissible if it clearly seeks to circumvent the page limits of the Narrative.

Please Note: The inclusion of numerous preprints and reprints as appendices is not necessary and is discouraged. These documents are rarely read by members of the review committee.

PROPOSAL SUBMISSION

Submit one **(1) one electronic copy*** of the proposal (with required signatures) to ~~Roxanne Male-Bruce, Office of the VP for Research and Creative Activity: male-bru@ohio.edu~~. For FY19 only, submit proposals to Amy Chadwick, Faculty Fellow, Office of the VP for Research and Creative Activity, research@ohio.edu.

Proposals must be received no later than 4:00 P.M. on the deadline date.

*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 presented on a CD-ROM or emailed to male-bru@ohio.edu

by 4:00 p.m. on the deadline date. Electronic copies **must** contain the entire proposal, including appendix, unless authorized prior to the deadline.

*If your appended materials include sound and/or movie files, they should be exported as MP3's or QuickTime MP4s or MOVs. There is an email sizing of 10mb. Therefore, it may be necessary to send electronic files in segments.

Regional campus students only: An applicant may request permission to submit his/her proposal on a CD-ROM and submit by mail. The package containing the CD **must** be postmarked no later than 4:00 pm on the deadline date. Alternatively, the proposal may be submitted via email no later 4:00 p.m. on the deadline date.

SPECIAL INSTRUCTIONS

If there is anything about your proposal that requires special handling or consideration, it is essential that you contact ~~Roxanne Male-Brune, Office of the VP for Research and Creative Activity, 101A RTEC, Ohio University, Athens, OH 45701-2979, Phone: 740-597-1227, E-mail: male-bru@ohio.edu.~~ For FY19 only, contact Amy Chadwick, Faculty Fellow, Office of the VP for Research and Creative Activity, research@ohio.edu.

EXAMPLE PROPOSALS

Examples of previously funded SEA proposals are available for review at:
<http://www.ohio.edu/research/Funding.cfm>

Please Note: Efforts will be made to ensure that posted example proposals comply with current guidelines. *However, it is the responsibility of the applicant to ensure that his/her proposal is compliant with current guidelines.*