Ohio University Research Council

OURC Request for Proposals: Academic Year 2021-2022

PROPOSAL DEADLINES
    Fall Cycle: Thursday, September 23, 2021, 4:00 p.m.
    Spring Cycle: Thursday, January 27, 2022, 4:00 p.m.

STATEMENT OF PURPOSE
Ohio University is committed to research, scholarship, and creative works and activities. Through the Ohio University Research Council (OURC), the University funds awards to faculty and staff as seed money for new projects. Priority is placed on supporting faculty who are new to Ohio University. Because funds are limited, the scope and size of awards is limited. For projects on which progress has been made, investigators should consider an application to the Baker Fund.

ELIGIBILITY
Faculty and administrative staff on all Ohio University campuses are eligible to submit proposals in any field of study. OURC awards are primarily for tenure-track faculty and benefits-eligible, permanent administrative staff. (**Clarification**- *Post Doc fellows are not permanent administrators and therefore are not eligible for an OURC award)*. Grants to faculty who are not tenure-track will be considered in exceptional cases; contact Carma West: westc@ohio.edu, for approval prior to submission. The recipient of an OURC award is expected to be an employee of Ohio University for the entire award period.

Only those projects that focus primarily on research, scholarship, and creative activity are eligible. Requests for project support during a faculty fellowship leave are allowed. The following types of projects are not eligible for OURC funding: Those related primarily to teaching, personal or professional development, administrative functioning, the advanced degree program of the applicant, curriculum development, instructional equipment purchases, or furthering an administrative function of a department, college, or other University unit.

An individual may submit only one OURC proposal in any cycle as a principal investigator or co-investigator. Starting FY21, investigators may only hold one active OURC or Baker award as a principal investigator or co-investigator. Proposals that were unsuccessful on the first submission can be resubmitted two additional times (initial submission plus two). OURC will not consider proposals that are simultaneously under review for a Baker Fund award for the same or a closely related project.

REVIEW AND EVALUATION/SELECTION CRITERIA
Proposals will be reviewed with the assistance of persons at Ohio University or elsewhere who have expertise in the area of proposed study. The scholarly, technical, or artistic merit of a proposed project is the primary criterion used for proposal evaluation. In addition, the following criteria, as well as other factors as special circumstances dictate, are considered in the proposal review:
1. The applicant's training, past performance record, and estimated potential for future accomplishment.

2. The probability that the proposed activity will lead to significant contributions to the field.
3. The probability that successful completion of the project will enhance the reputation of the applicant and of Ohio University in the larger community of scholars.
4. Evidence that, when possible, the applicant has sought or will seek other sources of support outside the University.
5. Evidence, when applicable, that funding is not a duplication of other internal or external funding.
6. The applicant's history of previous internal awards, including OURC and Baker, and the final report(s) of such awards.

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

OURC provides support for research and creative activities for 12 months following notification and account establishment. *(Notification: December for Fall Cycle; May for Spring Cycle proposals)*. **Funds cannot be used to reimburse expenditures prior to account establishment dates.** All projects must be completed within one calendar year of the award. The recipient of an OURC award is expected to be an employee of Ohio University for the entire award period.

The following sections **must be double-spaced and use standard size 12-point type** that is clear and legible: the abstract, introduction, new project description, discussion, durable impact and sustainability, and glossary/definition of terms. Figures, charts, tables, legends, and footnotes in these sections may use a smaller font size and may be single-spaced, but all text and graphics **must** be clear and readily legible. Margins **must** measure one inch (1") or greater on all sides.

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

The type size, spacing, and margin requirements are intended to provide legible documents of roughly similar length. The use of unusual typefaces defeats the goal the committee hopes to achieve.

Questions concerning the proposal preparation process should be directed to Carma West: westc@ohio.edu.

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

PROPOSAL SECTIONS
Pages should be numbered to facilitate the review process.

1.	Cover Page	use OURC form
2.	Checklist	use OURC form
3.	Abstract*	1 double-spaced page
4.	Introduction (*for resubmissions only*)*	1 double-spaced page
5.	New Project Description (*for established applicants only[†]*)*	1 double-spaced page
6.	Discussion	10 double-spaced pages
7.	Glossary/Definition of Terms* (*not required*)	2 double-spaced pages
8.	Bibliography (*not required*)	3 pages
9.	Biographical Information (*applicant(s) and key personnel*)	3 pages per person
10.	Other Support (*applicant(s) and key personnel*)	1 page per person
11.	Budget and Justification	no limit specified
12.	Durable Impact and Sustainability*	1 double-spaced page
13.	Appended Materials	10 pages; no more than 10 minutes of footage
14.	Recommended Reviewers	5 required

Sections marked with an asterisk (*) should be written in language understandable by an informed layperson to assist in the review.

Established applicants (*†)* are faculty members who have tenure **and** have been at the university at least three years or administrators who have been at the university at least five years.

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

1. Cover Page *(Use provided form)*
Prepare a cover page (available at http://www.ohio.edu/research/funding). 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. Do not provide any other covers or binders.

FOR FY22, if needed, applicants may submit cover pages with electronic signatures or multiple cover pages for individual signature.

2. Checklist *(Use provided form)*
Prepare and sign the OURC checklist (available at http://www.ohio.edu/research/funding). The goal of the checklist is to affirm that all sections are included and compliant with formatting guidelines.

3. Abstract *(1 page maximum, double-spaced, 12 point font, and 1" or greater margins on all sides)*
The abstract should include a brief description of the nature of the project, importance of the results, and a brief overview of how it will be done. To accommodate the varied backgrounds of the committee members, the **abstract should be written in language understandable by an informed layperson**. Avoid the use of discipline-based jargon in the abstract.

4. Introduction (<u>for resubmissions ONLY</u>)
(1 page maximum, double-spaced, 12 point font, and 1" or greater margins on all sides)
All revised, resubmitted applications **<u>must</u>** include an introduction. Summarize any substantial additions, deletions, and changes that have been made. The introduction may include responses to criticisms of the previous application. If appropriate, highlight these changes within the text of the Discussion by appropriate bracketing, indenting or changing of typographical appearance or style. Excessive use of underlining or shading or using multiple typefaces can be confusing for the reviewers.

Please note: A resubmission will not be considered unless it has been substantially revised in accordance with the previous review comments.

If an applicant includes this section for new submissions, it will count towards the page limit of the Discussion section and may render the application noncompliant.

5. New Direction and New Project Description (<u>for established faculty and administrators ONLY</u>)
(1 page maximum, double-spaced, 12 point font, and 1" or greater margins on all sides)
Established applicants, defined as faculty members who have tenure and have been at the university at least three years or administrators who have been at the university at least five years, **<u>must</u>** complete this section. To be eligible for OURC funding, established faculty and administrators must present an argument in this section that the proposed project is a break with the applicant's past work, rather than continuous with their previous scholarship.

A "new direction" for an applicant is a departure from their ongoing or previous research or creative activity foci. This new direction can take various forms, such as a technique that is new to the applicant and will offer a new or unique insight; a subject area that is new to the applicant; or the use of a theoretical model that is new to the applicant.

Although this section should detail the new direction, the full proposal should be focused on the new project. The Committee will be confused by proposals that describe or draw on substantial aspects of previous work or seem, by its title or subject, to be continuations of previous work.

If a non-established applicant includes this section, it will count towards the page limit of the Discussion section and may render the application noncompliant.

6. Discussion (including methodology)
(10 pages maximum, double-spaced 12 point font, and 1" or greater margins on all sides)
The proposal addresses two different audiences – external experts and a review committee of faculty and staff with diverse backgrounds. This section should be sufficiently technical for review by a specialist in the discipline. However, it is **strongly recommended** that the applicant use intermittent lay language so the applicant's plan is accessible to the committee as well.

This section should answer the following questions. Many otherwise meritorious proposals are rejected because they do not adequately answer these questions:
1. What do you intend to do?
2. Why is the work important?
3. What has previously been done in the area?
4. How will the work be done?

A possible format for this section is:
A. Specific Aims: Describe precisely what will be accomplished in the work. If the proposed project is part of a larger body of work, clearly identify the portion that will be completed with the OURC award. The hypothesis or premise of the research or creative activity should be stated clearly.

B. Significance: Outline the project's background and why it is important and relevant to previous work. Indicate how the results will be disseminated. While the proposed project's contributions to the discipline are a key consideration, how the project results will be disseminated is also a critical component in determining its contributions. Knowledge gained through project activities that is not disseminated through articles, performances, and other venues cannot make a contribution. Also, if appropriate, indicate how the proposed work represents a new direction or new endeavor for the investigator.

In addition, it is strongly recommended that the applicant include a statement of the broader impacts of the research/creative activity.   The applicant should explain how the project outcomes will benefit society (e.g., Will your findings provide a better understanding of a societal problem? What is the potential impact of the project on society? What is the potential impact on other scholars (e.g., training other students)? In what ways, if any, will you make your results accessible to the public?

C. Preliminary Studies of Applicant: Provide an account of the applicant's previous studies or work in the area in order to document expertise in the proposed area of study.

D. Methods: Whether the field is artistic, scientific, or humanistic, the specific actions needed to successfully complete the project should be detailed. The methodology should be clearly related to the proposed specific aims and hypothesis or premise. Facilities, subjects, and records to be used should be described in this section, as well as the extent to which their use has been assured. Test instruments, questionnaires, survey forms, letters of consent, technical drawings of equipment, and

other supporting materials should be included in the Appended Materials section. For many projects, the inclusion of a timeline is helpful to describe the interdependence or the timing of project tasks.

While training in new techniques may be necessary to carry out the proposed project, it should not be the focus of OURC support. The committee makes a distinction between personal or professional development (ineligible for OURC funding) and training that is incidental to, but a necessary part of, a research or creative activity project (eligible for OURC funding).

NOTE: With the continuation of the COVID19 pandemic, it is imperative that applicants ensure that all projects are designed such that (1) the project methodology complies with all current restrictions and (2) that the project can feasibly be concluded within a year. Applicants with concerns should contact Carma West, westc@ohio.edu, prior to submission.

E.   Collaborations: If you are proposing to collaborate with faculty or staff at Ohio University or another organization, describe the role and expertise of the collaborators; this is particularly important for community-engaged research projects. For collaborations with faculty or staff at Ohio University or other organizations, a letter (or email) is required from each collaborator that indicates their commitment to participate in the project. The letter (or email) **must** be included in the Appended Materials section.

If student support is requested, describe the role of the students on the project.

F.   Confidentiality: If the applicant plans to disclose ideas, practices, or processes for which patent protection will be or is being sought, the applicant should reach out to Carma West, westc@ohio.edu.

If, in consultation with Carma West and the Technology Transfer Office, it is agreed that the proposal involves intellectual property that should be protected, 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 Research Council to evaluate this proposal in accordance with its normal procedures, which may include evaluation by those 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."

7. Glossary or Definition of Terms (if appropriate)
(2 pages maximum, double-spaced 12 point font, and 1" or greater margins on all sides)
Some disciplines use acronyms or terms that are 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 this section, but they may consider it for ease of reading and enhancement of

comprehension. To indicate that a word is further defined in the glossary, it is suggested that the applicant bold the word the first time it is used in the Discussion. **Illustrations are acceptable within the Glossary but must not be used as a means to circumvent the page limits of the Project Narrative.**

8. Bibliography *(3 page maximum, at least 1" margins on all sides, no spacing or font requirements)*
A short bibliography should be presented whenever appropriate for the proposed activity. A carefully selected bibliography can strengthen a proposal by indicating to the reviewers 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 it 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.

9. Biographical Information
(3 page maximum per person, 1" or greater margins on all sides, no spacing or font requirements)
Include the following information for each of the applicant(s) and key personnel {including key community partner(s)}:
- General information: Name, highest academic degree, position and duration at the University, other professional positions and terms of service, experience, and accomplishments.
- Publications: Include only papers that have been published, are in press, or have been submitted for publication and are under consideration by the publisher.
- Papers presented and abstracts.

Accomplishments, publications, and papers presented *within the last five (5) years only* should be provided in this section. Also, only include memberships, participation in workshops or conferences, courses taught, scholarships, or committee memberships if they have direct relevance to the proposed project.

10. Other Support
(1 page maximum, 1" or greater margins on all sides, and no spacing or font requirements)

A. Previous University Funding: List all previous university research awards, including OURC and Baker, within the last three years. Include sponsor, project title, award date, dollar amount, and outcomes (including presentations, exhibitions, publications, and subsequent funding secured). Provide a brief description of support received from college and department sources, including all start-up funds (from any source) and project support within the last three years. List all funds available to the project, including university programs like Research Incentive, Research Challenge, and continued support from the department or college.

B. External Funding: List all proposals submitted to outside agencies for this or any other project within the past three years. Include sponsor, project title, award date, dollar amount, and outcomes (including presentations, exhibitions, publications, and subsequent funding secured).

11. Budget and Justification *(1" or greater margins on all sides; no page, spacing, or font requirements)*

Budget expenditures encumbered before account establishment <u>will not</u> be reimbursed.

This section should include the budget breakdown by line items, total budget request amount, sources of matching funds (if applicable), and budget justification. Funds may be requested for student wages, equipment, supplies, travel, and other bona fide project expenses. All project expenses that will be covered with sources other than OURC funds should be clearly identified.

- The maximum award is $8,000.
- No more than 50% of the budget may be allocated to personnel, including student wages.
- The budget should provide a breakdown of individual budget items. For example, applicants should provide a list of research supplies, and travel requests should be broken down by ground transportation, airfare, parking, and other expenses. Applicants should show the total cost and cost per unit (e.g., hotel cost x number of nights). Without sufficient details, funding may be reduced.
- All budgetary items should be justified as to their relevance to the project. Without sufficient justification, items may be eliminated.
- Travel support for attendance at conferences, short courses, and symposia is not allowed.
- Applicants are reminded that all equipment, reference materials, and supplies purchased with OURC funds remain Ohio University property.

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 project can assess the request. If the budget item is a common consumable supply generally available in most laboratories, offices, or studios, justify the purchase with OURC funds.

B.   Travel: Enter dollar amount of requested funds. Travel expenses **must** be broken down into transportation, meals, lodging, and any other categories, and the basis for the figures **must** be provided. Travel support will be provided only for the furtherance of the proposed project. Support for attendance at short courses, symposia, conferences, or other activities of a professional development nature is not allowable, unless it is directly related to the proposed project and fully justified.

For domestic travel: Meal expenses and hotel rates will be reimbursed according to the U.S. General Services Administration per diem rates found at www.gsa.gov/perdiem.

For international travel: Meal expenses and hotel rates will be reimbursed according to the U.S. Department of State per diem rates found at http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.*
*unless the applicant stipulates a lower reimbursement through the Concur system.

Air travel <u>must</u> be booked using a p-card and the Concur system through Christopherson Business Travel (CBT) per the travel policy. Any travel reimbursements must adhere to travel policy 41.121.

C.   **Student Wages:** Student hours and pay rates should be justified based on the nature of the work being done. Include the following information in this section: hourly wage to be paid to the student and the number of hours to be worked; amount of semester stipend and percentage of effort (for graduate stipends); and the method for determining the hourly rate of pay. Extraordinary rates of pay will not be funded without a detailed justification. The Ohio minimum wage can be found at http://www.com.ohio.gov/laws/MinimumWageLaws.aspx.

The role and task of any personnel on the project should be defined in the justification and/or the discussion section. This explanation is particularly important for graduate students employed on the project.

Please Note: Under no circumstances does support for graduate student wages or stipends include or "trigger" a tuition waiver.

Please Note: No more than 50% of the budget may be allocated to personnel, including student wages.

D.   **Equipment:** All major items of equipment, including computers, to be purchased with OURC funds should be listed with the estimated cost of each item and components of each item, as applicable. Because of limited funds available, 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 or percentage of time used, project-based activities supported with the equipment, and inability to secure the equipment through other channels should be addressed. For computers, the specifications and capabilities must be stated and justified. Any equipment purchased with OURC funding is Ohio University property.

E.   **Faculty Stipend:**

NEW*: Funds for release time during the academic year are no longer allowed. Under VERY rare circumstances, applicants will be allowed to request support for release time for specific, time-sensitive tasks that are critical to project completion. This requires approval by Carma West prior to application submission. Note, any approval to propose release time will be for short duration only, e.g., a few weeks. The intent is not to fund an entire semester of course release for project activities or writing.

Any approved release time request must include a full justification that indicates the date(s) needed for release time, as well as the associated tasks to be completed and outcomes anticipated if the support is granted. This information should be included in the Discussion section and budget justification, as appropriate. Also, if release time is requested, a letter from the chair **must** be included that states that the release time will be approved.

F.   **Other:** Costs for transcription charges, photocopying charges, postage, purchase of essential publications, and fees paid to participants are eligible.

The following costs are ineligible for OURC funding:
- Typing drafts, preparing camera ready copy, or preparation of graphs, tables, or illustrations.
- Costs for publication page charges/fees, open access publication costs, reprint costs, and printing services for posters.
- Travel to professional meetings and conferences.

G.   Total: Enter total dollar amount requested. The total requested may not exceed $8,000.

***NEW* 12.**   **Durable Impact and Sustainability:** The purpose of the OURC program is to provide seed money for new projects to jump-start the careers of untenured/new investigators and new directions for established investigators. Therefore, in this section, the applicant should demonstrate the durable impact of pursuing the proposed project on their career by relating the proposed project research/creative objectives and outcomes to their research/creative activity career goals.

In addition, the applicant must detail how they will secure the resources needed to continue/bring the project to its conclusion. This includes identifying potential sponsors/grants for continued support.

Please Note: If the applicant has other sources of funding, the applicant should present an argument that the requested funding is not a duplication of external or internal funding. Note, the committee looks favorably on efforts by applicants to seek outside sources of funding, as this can ensure sustainability.

Often externally proposed projects receive high or meritorious rankings by an agency, but they are not funded due to limited funds. OURC funds can be used to secure preliminary data vital to strengthening chances to secure external funding. If this is the case, please indicate the ranking or response of the agency if that information is readily available, and plans to resubmit an external grant application.

13. Appended Materials *(10 page maximum; no spacing, margin, or font size requirements)*

All appended materials must be submitted electronically, unless otherwise approved prior to submission. Examples of what to include in this section include
- Test instruments, questionnaires, or survey forms that will be employed.
- Examples of the applicant's previous work, including photographs, film, or audio footage (no more than 10 minutes). Their relevance to the proposed work should be explained.
- Confirmation from collaborators that they will participate in the project (in the form of an email or letter from each collaborator).

All materials included in the Appendix should be referenced in the Project Narrative section.

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

14. List of Recommended Reviewers *(1" or greater margins on all sides; no spacing, page, or font size requirements)*
Proposals will be reviewed with the assistance of persons who have expertise in the area of proposed study. The applicant **must** supply the names of **five persons who are not affiliated with Ohio University** and are qualified to review the proposals. The applicant **must** provide a *current phone number, address, and e-mail address* for each reviewer. A brief description of each reviewer's expertise and a statement describing the relationship, if any, to the applicant/application also should be included. The committee is not bound to solicit reviews from recommended reviewers and may, at its discretion, ask for reviews by other persons.

For resubmissions: Please do not include a list of recommended reviewers. If additional reviewers are needed, the VP for Research Office will contact the applicant for this information.

Please Note: Do not include mentors, former advisors, current or former collaborators or co-authors (collaborations within the last five years), or former students. Applicants are expected to identify reviewers who will offer an unbiased critique of the project. External reviews offer an opportunity to learn how especially knowledgeable individuals in the field evaluate the proposed project. Often these or similarly knowledgeable individuals will review proposals for an external agency the applicant intends to approach for funding in the future. By nominating unbiased, knowledgeable reviewers, the applicant can preview potential criticisms and therefore prepare a more competitive extramural application. Committee members recognize that some sub-disciplines can be small enough that identifying "unbiased" reviewers poses a significant challenge, but every effort should be made to avoid the use of reviewers who have had a significant professional relationship with the applicant.

PROPOSAL SUBMISSION
Submit one **(1) one electronic copy** of the entire proposal (with required signatures) no later than 4:00 p.m. on the deadline date to Carma West: westc@ohio.edu. The proposal should be emailed as an attachment. All proposals **must** be a single file in Adobe Acrobat format (Mac users must include the file extensions .pdf in the file name) and **must** contain the entire proposal, including all appendices, unless authorized prior to the deadline.

SPECIAL INSTRUCTIONS
If there is anything about your proposal that requires special handling or consideration, it is essential that you contact Carma West: westc@ohio.edu for approval prior to submission.

REPORTING REQUIREMENTS
A final report that describes significant outcomes, discoveries, or results must be submitted to Carma West, westc@ohio.edu, within four months following expiration of the award. If this award results in additional, external funds, please list the sponsors and amounts. **No future VP for Research and Creative Activity-funded internal awards will be made to the applicant without receipt of the final report.**

EXAMPLE PROPOSALS

Examples of previously funded OURC proposals are available for review at:
http://www.ohio.edu/research/funding

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 or her proposal is compliant with current guidelines***.