

OURC/Baker Fund Awards

Request for Proposals: Academic Year 2022-2023

PROPOSAL DEADLINES

Fall Cycle: Thursday, September 29, 2022, 4:00 p.m.

Spring Cycle: Thursday, February 2, 2023, 4:00 p.m.

STATEMENT OF PURPOSE

The Research Division invites OURC/Baker proposals in support of research, scholarship and creative activity at Ohio University. The committee seeks to support projects that range in scope from initial stages to those that are near completion. The scholarly, technical, or artistic merit of a proposed project is the primary criterion for evaluation.

NEW FY23:

- Proposals requesting \$3,000 or less:
 - Will not be subject to external review, unless deemed necessary by the Research Division.
 - Must follow the guidelines, as per below, but may use fewer pages if the scope of the project is limited. NOTE: There must be sufficient information for the review committee to understand and evaluate the project being considered.
 - We anticipate a faster review process, with notifications within two months of submission.
- Proposals requesting more than \$3,000:
 - Will be subject to external review and can request up to \$15,000.
 - Notification typically within three months of submission.

ELIGIBILITY

All tenure-track faculty and full-time continuing administrative staff on all of Ohio University's campuses whose job descriptions include research responsibilities are eligible to submit proposals in any field of study. Exceptions for non-tenure-track faculty will be considered in exceptional cases; contact Carma West: westc@ohio.edu, for approval prior to submission. The recipient of an OURC/Baker award is expected to remain at Ohio University for at least one academic year after receipt of an award. Requests for project support during a faculty fellowship leave are allowed.

NOTE: *Postdoctoral fellows are not permanent administrators and therefore are not eligible.*

The following types of projects are not eligible for funding: Activities related to an advanced degree program of the applicant, projects for development of curriculum, purchase of instructional materials or equipment, dissemination of a research/creative project, or the furtherance of an administrative function of a department, school, college, or other University unit.

An individual may submit only one proposal in any cycle as a principal investigator or co-investigator to the OURC/Baker Fund. **Investigators may only hold one active OURC/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 resubmissions).

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.

The OURC/Baker Fund provides support for research, scholarly, and creative activities for 12 months following notification and account establishment. **Funds cannot be used to reimburse expenditures prior to account establishment dates.** All projects must be completed within 12-months of the award notification, unless the applicant seeks prior approval for up to a six-month extension, i.e., 18-month project period.

The following sections **must be double-spaced and use 12-point type** that is clear and legible: the abstract, introduction, 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 **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/Baker form

2. Checklist	use OURC/Baker form
3. Abstract*	1 double-spaced page
4. Introduction (<i>resubmissions only</i>)*	1 double-spaced page
5. Discussion	10 double-spaced pages
6. Durable Impact and Sustainability*	1 double-spaced page
7. Glossary/Definition of Terms* (<i>not required</i>)	2 double-spaced pages
8. Bibliography (<i>not required</i>)	3 pages
9. Biographical Information (<i>applicant(s) and key personnel</i>)	3 pages per person
10. Other Support (<i>applicant(s) and key personnel</i>)	1 page per person
11. Budget and Justification	no limit specified
12. Appended Materials	10 pages; no more than 10 minutes of footage
13. Recommended Reviewers	5 required (for proposals >\$3,000 only)

Sections marked with an asterik (*) should be written in language understandable by an informed layperson to assist in the 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 (*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. Applicants may submit cover pages with electronic signatures or multiple cover pages for individual signature. The cover page **must** be the first page of the proposal. Do not provide any other covers or binders.

2. Checklist (*Use provided form*)

Prepare and sign the checklist (available at <http://www.ohio.edu/research/funding>). The goal of the checklist is to affirm that all the sections are included and are 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 related to both the advancement of knowledge in the field and the relevance to questions or

issues for the broader society, 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 (for resubmissions ONLY)

(1 page maximum, double-spaced, 12 point font, and 1" or greater margins on all sides)

Resubmission: All revised, resubmitted applications **must** 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 a project that is not a resubmission, it will count towards the page limit of the Discussion section and may render the application noncompliant.

5. Discussion (including methodology)

(10 pages maximum, double-spaced 12 point font, and 1" or greater margins on all sides)

For proposals requesting \$3,000 or less, the proposal will be reviewed by a committee of faculty and staff with diverse backgrounds and expertise. For proposals requesting more than \$3,000, the proposal will be reviewed by two different audiences – external experts and a review committee of faculty and staff with diverse backgrounds and expertise. Therefore, this section should be written for the intended audience. It is **strongly recommended** that the applicant use intermittent lay language so the applicant's plan is accessible to those outside the field.

The discussion section communicates the applicant's plan. It should clearly set forth the following: the hypothesis to be tested, questions for which answers are sought, or concepts to be explored; the project's significance; its relation to previous work in the field conducted by the applicant and others; the methods that will be used to achieve the objectives; and a plan for evaluating the outcome.

The discussion also should include a clear statement of the progress already achieved and what will be achieved during the award period. Inclusion of a timeline for the completion of the specific aims of the project must be included.

This section should answer the following questions. Many otherwise meritorious proposals are not funded because they do not adequately answer these questions:

1. What do you intend to do?
2. Why is the work important to furthering the field?
3. What has previously been done in the area? What still needs to be done?

4. How will the work be done?

5. How will it be evaluated/analyzed?

NOTE: Due to the wide range of activities supportable by the OURC/Baker Fund, not all of these following elements will be addressed with equal thoroughness in every proposal.

The suggested 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/Baker funds. The hypothesis, research questions, or premise of the research or creative activity should be stated clearly.

B. Significance: Outline the background to the project and why the proposed work is important and relevant to previous work and the field. 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. Professional significance to the applicant and broader impacts to society should be discussed in the Sustainability & Durable Impacts section.

If the proposed research/creative activity has been vetted through an external review process that demonstrates the value of the proposed work this should be mentioned in the Discussion with proof provided in the appendix. Examples include:

- A project under contract with a prestigious, external publisher
- Research previously reviewed by an external funding agency with reviewer comments requesting additional data.

Note, OURC/Baker funds can only be used for research/creative activity and not dissemination of the final project.

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, research questions, or premise. Resources (e.g., facilities, access to subjects, and databases) 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.

Program and/or data analysis should be included in this section. The inclusion of a timeline is required to explain what has and will be accomplished and to describe the interdependence and timing of project tasks, as appropriate.

Training in new techniques may be necessary to carry out the proposed project. Applicants can only request funding for these activities if the training is a necessary part of, a research or creative activity project; a full justification must be provided.

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. If student support is requested, describe the role of the students on the project. For collaborations with faculty or staff at Ohio University or other organizations, an email (or letter) is required from each collaborator that indicates their commitment to participate in the project. The email (or letter) **must** be included in the Appended Materials section.

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.

6. **Durable Impact and Sustainability:** In this section, the applicant should demonstrate the durable impact of pursuing the proposed project. This should include:
- How the project relates to their ongoing research/creative objectives and their longer term activity career goals.
 - How the applicant will secure the resources needed to continue the proposed project. This includes identifying potential sponsors/grants for continued support.

Note: OURC/Baker funds should be used to help progress a project towards completion, dissemination and contribution to the applicant's career and to the field. Therefore, it is important that the applicant contextualizes the significance of the proposed work to longer-term goals beyond the project period.

Note: This section should not be used to justify the significance of the project to the field. This belongs in the Significance section of the Discussion.

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 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 appears in the Discussion. **Illustrations are acceptable within the Glossary but must not be used 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:

- 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.
- non-grant funds received from college and department sources, including all start-up funds (from any source) and project support within the last three years.

For each Include:

- sponsor,
- project title,
- award date,
- dollar amount, and
- outcomes/deliverables including presentations, exhibitions, publications, and subsequent funding secured).

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/deliverables (including presentations, exhibitions, publications, and subsequent funding secured).

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

Funds cannot be used to reimburse expenditures prior to account establishment dates.

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/Baker funds should be clearly identified. The committee will give first priority to project expenses that constitute major obstacles to the completion of the project.

- The maximum award is \$15,000.
- 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/Baker 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 research can assess the request. If the budget item is a common consumable supply generally available in most laboratories, offices, or studios, please justify the purchase with Baker Fund resources.

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 **must** 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.****

D. Equipment: All major items of equipment, including computers, to be purchased with OURC/Baker 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/Baker funding is the property of Ohio University.

E. Faculty Stipend: *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/Baker funding:

- Salary for the summer or for an academic year semester in which the grantee has no teaching duties because he or she taught or will teach on a full-time basis during the summer.
- Salary supplement while the applicant is on leave under the University Faculty Fellowship Program.
- 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.
- Employment of technicians on an ongoing basis. An exception may be made for short-term assistance in areas where the project director lacks expertise.

G. Total: Enter total dollar amount requested. The total requested may not exceed \$15,000.

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 can ensure sustainability.

12. 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).
- **Evidence that proposed research/creative activity has been vetted through an external review process that demonstrates the value of the proposed work.**

All materials included in the Appendix should be referenced in the Discussion section.

The inclusion of numerous preprints and reprints as appendices is not necessary and is discouraged. These documents rarely are read by committee members and could be considered a circumvention of the Discussion page limit.

13. Recommended Reviewers (*1" or greater margins on all sides; no spacing, page, or font size requirements*) ****Not required for proposals of \$3,000 or less.****

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 the *affiliation and e-mail address* for each reviewer.

The applicant **must** include a brief description of each reviewer's expertise and a statement describing the relationship, if any, to the applicant/application. 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 Research Division will contact the applicant for this information.

Please Note: Do not include mentors, former advisors, current or former collaborators or co-authors (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 and Baker proposals are available for review at:
<http://www.ohio.edu/research/funding>.

Please Note: Due to significant changes to this program, example proposals may not be fully compliant with the current guidelines. ***It is the responsibility of the applicant to ensure that their proposal is compliant with current guidelines.*** If you have any questions about the proposal requirements, please contact Carma West at westc@ohio.edu.