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

Student Enhancement Awards (SEA) Request for Proposals
Academic Year 2020-2021

Proposal Receipt Deadline: 4:00 p.m., Thursday, January 21, 2021
Notification of Award: April 2021

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/staff 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 one year. Awards are limited to $6,000 per award and must be expended as per Ohio University spending policies and guidelines. 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 must 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.

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.

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.

The distribution of awards 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/staff mentor; the mentor does not need to be at Ohio University. 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.

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 <u>must</u> 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 <u>must</u> be double-spaced and use 12-point type that is clear and legible, standard size: (1) the abstract, (2) resubmission summary (if applicable), (3) project narrative, (4) glossary/definition of terms, and (5) 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 <u>must</u> measure one inch (1") or greater on all sides***.

NEW!: The mentor's endorsement letter is restricted to one page. The 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 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.

Questions concerning the proposal preparation process should be directed to Dr. Roxanne Male'-Brune, Office of the VP for Research and Creative Activity, male-bru@ohio.edu.

PROPOSAL SECTIONS
- Number pages to facilitate the review process.
- 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 and checklist.

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
12. Appended Materials/Multimedia Files	5 pages; and no more than 10 minutes of footage

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 review 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).
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.

For FY21, if needed, applicants may submit cover pages with electronic signatures or multiple cover pages for individual signatures.

2. Checklist
Prepare and sign SEA checklist (http://www.ohio.edu/research/funding). 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 review committee to evaluate the proposal. The abstract should include a concise summary of the proposed project, including what you propose to do, why the project is important, how you will accomplish your goals, and the significance and broader impacts of the project. To accommodate the varied backgrounds of the review 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 (<u>For Resubmissions ONLY</u>)
All revised, resubmitted applications <u>**must**</u> 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 is important to contextualize your project in relationship to others' works. It is also important to explain how the project differs from or extends previous, related work: *"What has previously been done in the area?" "How does this project relate to the previous work?"*

> 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, or a combination.

> - For quantitative approaches, it is helpful to discuss: hypotheses or research questions, operationalization and instrumentation, research sites or context, sample size calculations, 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.

For creative projects, the method discussion should explain the process of creation and steps needed to complete the artistic vision.

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?" "What are the implications for theory, research, creative activity and/or practice?"*

5. Include a statement of the **broader impacts** of the research/creative activity (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?*)

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. It is helpful to bold or italicize words in the project narrative that can be found in the glossary.

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. The purpose of the presentation of results is for the student to receive comments and feedback on the research or creative activity. Applicants should justify why the particular presentation is appropriate and valuable for the proposed project. The mentor is expected to attend the conference, performance, or exhibition with the student.

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, performance, or exhibition.

NOTE: For FY21, in light of the COVID19 pandemic, it is imperative that applicants ensure that all projects are designed such that (1) the project methodology and dissemination complies with all current restrictions and (2) that the project can feasibly be concluded within a year. Applicants with concerns should contact Dr. Roxanne Male'-Brune, male-bru@ohio.edu, prior to submission.

9. Mentor's Endorsement
The mentor **must** provide a **one-page** endorsement of the student's project. The endorsement **must** include: (1) an assessment of the student's abilities and preparation in relationship to the proposed project and (2) a description of their 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 the mentor's 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 that the mentor attends a conference, performance, or exhibition at which the results for the proposed project are presented. It is helpful if the mentor's endorsement includes a statement of their planned attendance at this presentation.

NOTE: Mentors take the financial responsibility for student work, so please be advised that mentors make sure they review the budget submitted and are also be involved in the financial aspects once an award is given. Inappropriate or non-compliance expenses may be the personal responsibility of the faculty mentor, so it is important they understand this commitment prior to agreeing to serve as a mentor.

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.

The mentor's endorsement letter is restricted to one page. The letter can be single-spaced but <u>must</u> 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.

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/creative 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 <u>will not</u> 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. If the project costs more than $6,000, please indicate the funding source(s) for the additional project costs.
- 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; however, the budget should not fund the mentor's travel. 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 unless special permission is obtained prior to submission.
- No salary expenses for the student or faculty mentor are allowable.
  - No Ohio University tuition expenses for the student are allowable, with the possible exception of study abroad fees that are integral to the project. ***<u>Note, this request requires special consideration (see Special Instructions section below).</u>***
- Expenses for publication costs are discouraged; however, if such expenditures are necessary, they **must** be justified in detail in the proposal.

NOTE: All university and college policies and procedures for purchasing and reimbursement must be upheld. Applicants are strongly encouraged to talk to their mentor and/or a college financial representative if they have questions <u>PRIOR</u> to submitting your budget.

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 <u>except under exceptional circumstances</u>, 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.

  The Travel Registration Form (TRP) is required of all students who are participating on an educational experience abroad affiliated with Ohio University. Students may be earning credit from Ohio University but will not be receiving transfer credit. These activities include but are not limited to: independent study or research abroad, volunteer or service-learning abroad, international conference travel, or work abroad. These may be non-credit or for-credit experiences. The TRP will register students for international health insurance, International SOS, a security services that provides support to students while they are traveling abroad, and ensure they are registered appropriately with their embassy.

  The <u>completed</u> TRP is required to be turned in four weeks prior to departure to the Office of global Opportunities and must include the student's flight itinerary and a copy of their passport. For more support on international travel, risk ratings for destinations and planning an international experience students may contact the Office of Global Opportunities global.opportunities@ohio.edu.

- o 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.

- o The following should 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 should 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 and must be turned over to the Research Division at the end of the project and/or prior to your graduation.

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

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.

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.

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.

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 Project 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 SEAproposals@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 emailed to SEAproposals@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.
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SPECIAL INSTRUCTIONS
If there is anything about your proposal that requires special handling or consideration, it is essential that **prior to the deadline** you contact Dr. Roxanne Male'-Brune, Office of the VP for Research and Creative Activity, male-bru@ohio.edu.

EXAMPLE PROPOSALS
Examples of previously funded SEA proposals are available for review at:
http://www.ohio.edu/research/funding.
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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 their proposal is compliant with current guidelines***.

<mark>*NEW - TRAVEL BOOKING/PAYMENTS</mark>
As per University policy, 41.121, all recipients **must** work with their respective department in order to book their travel through Concur utilizing Ohio University's travel service. Funds <u>will not</u> be dispersed directly to recipients.

<mark>*NEW - PROGRAM CONTACT</mark>
Dr. Roxanne Male'-Brune, Office of the VP for Research and Creative Activity, male-ru@ohio.edu, will be coordinating the SEA program and is the single point of contact for this program.

On the deadline day only, and after having tried to contact Dr. Male'-Brune by email, applicants can call her at 740-591-0930 for assistance/questions.