**Regional Higher Education Research Funds (RHERF)**

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Name of Faculty Member Rank

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Faculty Group # Campus Department

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Short description of project

Total Amount Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Compliance (Check one)

\_\_\_\_\_ Applicable. The proposed research activity is in compliance with all federal regulations and meets the requirements of the Offices of Research Compliance.

Note: your application can be approved prior to IRB or IACUC approval, but funding will be withheld until notification of approval or exemption.

Protocol number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Not applicable. I do not work with human or animal subjects.

Applicant’s Signature Date

Academic Division Coordinator Signature Date

Dean Signature Date

Along with this cover page, please enclose 2) abstract, 3) introduction, 4) project discussion, 5) bibliographical information, 6) budget and justification, and 7) optional appended materials.

# Regional Higher Education Research Funds (RHERF) RHERF Request for PROPOSALS

**Fall Funding Deadline for Submission:** The fourth Thursday of the Spring Semester

**Spring Funding Deadline for Submission:** The fourth Thursday of the Fall Semester **STATEMENT OF PURPOSE**

Ohio University Regional Higher Education is committed to research, scholarship, and creative works and activities. Through the RHERF, the research funds awards to faculty as seed money for new projects, and to support projects where no other funding is available or when a special funding need has developed. Priority is placed on supporting faculty who are actively engaged in research or have a detailed plan for future research. Funds are limited to a maximum award of $5000 per proposal.

# ELIGIBILITY

Faculty on all Ohio University regional campuses are eligible to submit proposals in any field of study. RHERF awards are primarily for Group I and Group II (.80 FTE or higher) faculty. Grants to Group II (less than .80 FTE) and Group III faculty may also be considered .

Only those projects that focus primarily on research, scholarship (including the scholarship of teaching based on Boyer’s model), 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 funding: Conference travel, activities related primarily to teaching, personal or professional development, 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 RHERF proposal in any cycle as a principal investigator or co- investigator. Investigators may not hold consecutive RHERF awards. Proposals that were unsuccessful on the first submission can be resubmitted two additional times (initial submission plus two). RHERF will not consider proposals that are simultaneously under review for an OURC or Baker Fund award for the same or a closely related project.

# REVIEW AND EVALUATION/SELECTION CRITERIA

Proposals will be reviewed by the RHEFDC. If needed, the committee will seek the assistance of persons at Ohio University or elsewhere who have expertise in [the field/s of the] proposed study. The scholarly merit of a proposed project is the primary criterion used for proposal evaluation. In addition, the following criteria may be considered in proposal review. This list is not intended to be exhaustive:

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. The probability that successful completion of the project will position the applicant for additional research with outside funding.
5. Evidence that, when possible, the applicant has sought or will seek other sources of support outside the University.
6. Evidence, when applicable, that funding is not a duplication of other internal or external funding.
7. The applicant's history of previous internal awards, including OURC and Baker, and the final report(s) of such awards.

# PROPOSAL PREPARATION GUIDELINES

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.

RHERF provides support for research activities during one year following notification and account establishment. *(Notification: By the end of Spring Semester for Fall Funding; By the end of Fall Semester for Spring Funding proposals)*. **Funds cannot be used to reimburse expenditures prior to account establishment dates.** All funds must be expended within one calendar year of the award unless an extension is requested and approved by the committee.

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, 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. Paying close attention and following the above criteria will impact on the committee’s acceptance and review of this application.

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") following APA or MLA formatting guidelines. 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.

# 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 RHERF Form |
| 2. | Abstract | Up to 100 words |
| 3. | Introduction | 1 page |
| 4. | Project Discussion | Up to 5 pages |
| 5. | Biographical Information (applicant(s)) | CV per person |
| 6. | Budget and Justification | no limit specified |

1. Optional Appended Materials: Previous university funding, bibliography, glossary or other support documents that the committee might find useful.

Please remember the committee may not have expertise in your discipline. Proposals should be written in language understandable by an informed layperson to assist in the review.

1. **Cover Page** *(Use provided form)*

Prepare a cover page. 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.

# Abstract

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. Avoid the use of discipline-based jargon in the abstract.

# Introduction

All applications **must** include an introduction. Summarize for the committee the main goal of the project.

# Project Discussion (including methodology)

The proposal addresses a review committee of faculty with diverse backgrounds. This section may use language sufficiently technical for review by a specialist in the discipline. However, it is **strongly recommended** that the applicant also use 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?

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 RHERF award. The hypothesis or premise of the research or creative activity should be stated clearly.

* 1. Why is the work important?

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 key to consider, how the project results will be disseminated also is 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.

* 1. What has previously been done in the area?

Provide an account of all applicants’ previous studies or work in the area.

* 1. How will the work be done?

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 RHERF support. The committee makes a distinction between personal or professional development (ineligible for RHERF funding) and training that is incidental to, but a necessary part of, a research or creative activity project (eligible for funding).

If you are proposing to collaborate, describe the role and expertise of the collaborators. A letter or email from each collaborator that indicates their commitment to participate in the project may be included in the Optional Appended Materials section.

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 RHERF 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."*

# Biographical Information

Please provide one curriculum vitae per applicant.

# Budget and Justification

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 and continued support from the department or college.

1. **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).
2. **Sustainability (if appropriate):** If the proposed work is part of a long-range study or effort, indicate potential sponsors for continuation support.

**Please Note:** One criterion for RHERF funding is "for projects where no other funding is available." Therefore, evidence that the requested funding is not a duplication of external or internal funding should be provided. However, the committee looks favorably on efforts by applicants to seek outside sources of funding. Often externally proposed projects receive high

or meritorious rankings by an agency, but they are not funded due to limited funds. Please indicate the ranking or response of the agency if that information is readily available.

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 RHERF funds should be clearly identified.

* 1. The maximum award is $5,000.
  2. 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.
  3. All budgetary items should be justified as to their relevance to the project. Without sufficient justification, items may be eliminated.
  4. Applicants are reminded that all equipment, reference materials, and supplies purchased with RHERF funds remain Ohio University property.

Categories of budget items include:

1. **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, please justify the purchase with RHERF funds.
2. **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. Costs for a passport, visa, or immunizations are ineligible. Where appropriate, use OU Travel Reimbursement Policy 41.121 to determine limits on travel expenses.

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.](http://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.\*](http://aoprals.state.gov/content.asp?content_id=184&amp;menu_id=78) *\*unless the applicant stipulates a lower reimbursement through the Concur system.*

**Please Note**: Airfare must be booked using a p-card and the Concur system. If the vendor does not accept the p-card, then the applicant may pay for the expense out of pocket and be reimbursed through the Concur system.

1. **Salaries and 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 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.](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. Should graduate students be employed on the project, applicants and the committee shall coordinate with the relevant Athens department.

1. **Equipment:** All major items of equipment, including computers, to be purchased with RHERF 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 RHERF funding is Ohio University property.
2. **Other Personnel Costs (including Faculty Stipend):** The RHERF funds allow faculty release time to support specific tasks that are critical to project completion. Course releases of up to 4 credit hours per academic year are allowed. Any request for release time 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 Project Discussion section and Budget Justification, as appropriate. Also, if release time is requested, a letter from the Campus Dean **must** be included that states that the release time will be approved. Applicants for release time must agree to forego overload during the fall and spring semesters except in cases where an onload class meets more than 3 credit hours at the discretion of the associate dean and to teach no more than two courses in the following summer.
3. **Other Operating Costs:** Costs for transcription charges, photocopying charges, postage, purchase of essential publications, and fees paid to participants are eligible.

**The following costs are *ineligible* for RHERF funding:**

* 1. Typing drafts, preparing camera ready copy, or preparation of graphs, tables, or illustrations.
  2. Costs for publication page charges/fees, open access publication costs, reprint costs,

and printing services for posters.

* 1. Travel to professional meetings and conferences.

1. **Total:** Enter total dollar amount requested. The total requested may not exceed $5,000. NOTE: An adjunct with Ph.D. at rate of $1091 (current rate as of fall 2018) equates to $3273 for a 3-credit hour course.

# Optional Appended Materials

**All appended materials must be submitted electronically, unless otherwise approved prior to submission.**

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.

# Previous University Funding

*(1 page maximum, 1” or greater margins on all sides, and no spacing or font requirements)*

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).

# 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.

# 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.**

# Other Support Documents

Examples to possibly include are:

* + 1. Test instruments, questionnaires, or survey forms that will be employed.
    2. 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).

# EXAMPLE PROPOSALS

Due to this being the inaugural year of this award, no examples of previously-funded RHERF proposals may be available at this time.

However, in the future, examples of previously-funded RHERF proposals will be available for review on the RHE website.

**Please Note:** Future 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***.