

**THE PROVOST'S UNDERGRADUATE RESEARCH FUND
OHIO UNIVERSITY
GUIDELINES
2011-2012**

The Provost's Undergraduate Research Fund provides grants to support research by undergraduate students enrolled full-time in an Athens campus college. The Assistant Dean of the Honors Tutorial College administers the fund. As defined by this program, "research" includes scientific studies as well as scholarly work and creative projects. A full-time faculty member must supervise students applying for these funds. **PLEASE NOTE:** Students who have previously received grants from this fund are not eligible to receive additional funding **for the same project.** However, they may apply for funding if they are undertaking a new research project, creative project or scholarly work.

Application

The Application Form follows these guidelines. To apply, the student must prepare and submit the original application plus six copies. **Incomplete forms, handwritten forms or forms completed by faculty members will not be accepted.** Forms must be completed using a word processor or typewriter. Additional pages may be added but not to exceed ten pages. The faculty advisor and department chair must sign the application form. In addition, the faculty advisor must sign the form entitled "Faculty Advisor Responsibilities."

Types of Grants

The minimum grant provided by this program is \$100 and the maximum is \$1500. Funding is provided to cover the expenses of items that are necessary in order for the research to be conducted. This includes supplies, materials and travel. Funding is available for travel that is necessary in order to conduct the research as well as for traveling to conferences to present research findings or creative work. **Please note: if funding is requested for the purchase of expensive equipment, such as computers, printers, cameras, etc., such equipment, if funded, will remain in the academic department. It will not become the personal property of the student. If funding is requested for tuition to another institution, please explain why the project cannot be completed unless the student attends another school.** All requests for funding must be justified in terms of their contribution to the research and the lack of available funds from other sources.

NOTE: All recipients of this grant are required to share their research or creative project with the university community at the annual Ohio University Research and Creative Activity Expo held in May.

Grant Restrictions

Grant monies must be spent prior to the expected date of graduation indicated on the application form. Any expenses incurred after that date are the financial responsibility of the student and may be added by the bursar to the student's university account. Students receiving the grant must use it as described on their application form. Prior permission

from the fund administrator is required if the student wishes to use the grant for items not listed. Students are advised to contact the Assistant Dean of the Honors Tutorial College, Jan Hodson (hodsonj@ohio.edu) for permission.

Status Reports

All students who receive funding from this program are required to file a one-page, end-of-year Status Report by June 30, 2012, indicating the current status of the project. This report is to be emailed to Anita Leach (leacha@ohio.edu) or a hard copy mailed to Anita Leach, 310 Cutler Hall, Ohio University, Athens, OH 45701. When the project is completed, the student must submit a "Project Completion Report" as described below.

Project Completion Report

Students must complete projects and spend all money granted prior to the expected graduation date indicated on the application form. No grant funds will be provided after that date. It is understood that some projects may take longer than one year to complete. The grant money may carry over to the following year, provided the student is still an undergraduate. When the project is completed, students funded by this program must file a two-page Project Completion Report describing the outcome of their research, the contribution this research made to their education, and the importance of having received funding from The Provost's Undergraduate Research Fund. The faculty advisor must sign this report. A signed hard copy of this report must be mailed to Anita Leach, 310 Cutler Hall, Ohio University, Athens, OH 45701.

Faculty Responsibility

Faculty advisors are urged to read about their responsibilities which are outlined below in a separate document. It is understood that a student may confer with his/her faculty advisor when planning the proposed research, however, under no circumstances are faculty members to complete the application form for the student. Faculty are expected to work closely with the student on the research project to ensure that the student completes the project in a timely manner, and to notify the Assistant Dean of the Honors Tutorial College should there be any difficulty in completing the project and/or filing the required reports.

APPLICATION DEADLINE: SEPTEMBER 30, 2011, NO LATER THAN 5:00 P.M.

SUBMIT ORIGINAL PLUS SIX COPIES TO: ASSISTANT DEAN, HONORS TUTORIAL COLLEGE, 35 PARK PLACE.

ANNOUNCEMENT OF GRANT: OCTOBER 28, 2011.

ADDITIONAL APPLICATION FORMS ARE AVAILABLE AT 35 PARK PLACE, OR ON LINE: www.ohio.edu/honors

**APPLICATION FORM
THE PROVOST'S UNDERGRADUATE RESEARCH FUND**

****PLEASE NOTE: This form must be typed or completed on a word processor. Handwritten forms will not be accepted. Add additional pages if necessary, not to exceed 10 total pages. Undergraduate students must complete forms. Forms completed by faculty will not be accepted. To avoid any question, students are asked to write the application in first person format.**

Students must submit the original form plus 6 copies to: Asst. Dean, Honors Tutorial College, 35 Park Place no later than 5:00 p.m. September 30, 2011.

Student's Name: _____

Ohio University email address: _____ Telephone: _____

Athens address: _____

Class rank: (circle one) Freshman Sophomore Junior Senior

Student's College: _____ Academic Department _____

PID# (from student ID card): _____ G.P.A.: _____

Expected date of graduation from Ohio University: _____

Faculty Advisor's Name: _____ Email address: _____

Faculty's Office Phone: _____

We the undersigned have read the Guidelines for this fund and understand the responsibilities we undertake should funding be received. We will comply with the requirements to submit project status and completion reports. We certify that the application has been written and completed by the student.

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____

Faculty Advisors' Dept. Chair signature: _____ Date: _____

Total amount of money requested in this application: \$ _____

(Application Form, Page 2)

PLEASE NOTE: YOUR ANSWERS NEED NOT FIT INTO THE SPACE PROVIDED. YOU MAY INCLUDE ADDITIONAL PAGES IF NECESSARY, NOT TO EXCEED A TOTAL OF TEN PAGES.

Title of Proposed Research or Creative Project:

Description of the Proposed Research or Creative Project:

(PLEASE NOTE: Avoid jargon or terms unique to the discipline. If you must use such terms, please define them so all committee members can understand your proposal.)

Description of the End Goal, Specific Aim or Hypothesis of the Proposed Research or Creative Project:

Description of the Methodology You Will Use to Accomplish the End Goal or Specific Aim of the Proposed Research or Creative Project:

Please describe the significance of your research. Why is it important to the discipline?

(Application Form, page 3)

(Answer the question below **ONLY** if your project is part of, or fits within the research being conducted by a faculty member or your faculty advisor.)

Describe Specifically How Your Project Fits Within Or Is Distinguishable From Your Faculty Advisor's Research

Requested Funding

Please note:

- If you request funds to purchase expensive equipment, such as computers, hardware, printers, cameras, etc., you must justify that the equipment does not exist elsewhere on campus for your use. If such equipment is funded, it will not become your personal property, but must remain in the academic department.
- If you request funds to pay for tuition at another institution, you must justify why your project cannot be completed unless attending another school.
- If you request funds for a hotel room while at a conference or for research-related work, the committee will award funding only for two nights in a hotel.
- If you request funds for travel to present your research results, indicate the name and date of the conference and provide specific travel plans.

Itemize each amount needed for each specific purpose. **Be specific!**

Amount: Item: Justification for this expenditure:

NOTE: If you are requesting travel funding only, please explain how you funded the other parts of your research project.

Have you requested funds for this project from your department or college? _____
Are you receiving funding for this project from your college, school, department or any other source? __yes __no
If yes, amount you will receive: _____

Expected Timetable for Research:(e.g., when it will start, how long it will take, when it will be completed)

PROVOST'S UNDERGRADUATE RESEARCH FUND (PURF)

To be completed and signed by the faculty advisor.

FACULTY ADVISOR'S RESPONSIBILITIES

Please note: You must be a full –time faculty member to serve as an advisor.

Your signature below verifies the following:

- **This student is capable of carrying out this project to the best of your knowledge.**
- **This project is feasible.**
- **The proposed budget is justified.**
- **The application was written by the student.**

One of the purposes of the Provost's Undergraduate Research Fund is to help students learn the importance of financial responsibility with respect to research grants. If your student is successful in receiving a PURF grant you will be asked to do the following as a faculty advisor:

- Oversee each expenditure made by your student to ensure that purchases are made in accordance with the student's application and OU policies and procedures.
- Oversee each expenditure made by your student to ensure that purchases are made in accordance with the student's application.
- Monitor and assist the student throughout the project.
- Sign the "Project Completion Report" to be submitted when the project is completed.

Please provide the name and email address of the person in your department or school who processes financial transactions.

(NOTE: Not the Budget Unit Manager, but the person who processes the day-to-day financial transactions). If you do not know who this person is, please consult your chair or director.

Name _____ Email Address _____

Please sign below to indicate your willingness to serve as this student's PURF advisor given the above criteria. Thank you for your assistance.

Faculty Advisor's Name: (please print) _____

Faculty Advisor's Signature: _____

Faculty Advisor's Email address: _____

Department/School: _____ College: _____

Student's Name: _____