

**COLLEGE OF ARTS AND SCIENCES
AUTUMN 2017 APPLICATION
UNDERGRADUATE RESEARCH SCHOLARSHIP
(URS and International Research Grant for Undergraduates in Arts and Sciences)**

GENERAL INSTRUCTIONS

- Application Checklist:**
- Completed application form
 - Project proposal
 - Recommendation from your faculty project advisor
- Where to Submit:** Arts and Sciences Honors Office, 3180 Smith Lab
- Submission Deadline:** Monday, September 18, 2017 (before 5:00 p.m.)
- Eligibility Criteria:**
- You must be an undergraduate enrolled in a major program in the College of Arts and Sciences.** (*Please note:* Arts majors working on a creative or research project should apply for the Arts Undergraduate Research Scholarship rather than the general URS available through this application. Arts students seeking an International Research Grant (IRG), however, must submit this application to apply for an International Research Grant.)
- You must plan to be a candidate for graduation with research distinction or with honors research distinction or plan to complete an equivalent research project** (for URS funding only). Preference will be given to projects that will result in an undergraduate thesis.
- You must have attained junior standing at the time of the award** (Spring Semester 2018) (for URS funding only). Students who will receive their bachelor's degrees at the conclusion of Autumn Semester 2017 are not eligible for either the URS or the IRG.
- If you received a URS award through the Spring 2017 competition**, you are not eligible to apply for the URS through the Autumn 2017 competition as well.
- Amount of Award:**
- Undergraduate Research Scholarship (URS) Funding:**
- Awards generally range from \$500 to \$6,000 and are applied toward university tuition and fees (your statement of account) for Spring Semester 2018. Any amount remaining after university fees have been paid will go directly to you at the beginning of Spring Semester 2018, except as noted in the next section, "Funding Conditions." Awards will be determined based on merit review criteria.
- International Research Grant for Undergraduates (IRG) Funding:**
- Students and/or faculty may apply for up to \$4,000 for student support. Funds will generally be provided for one student per research project. The Research Scholarships Subcommittee of the Arts and Sciences Honors Committee will determine the level of funding for each grant awarded, as well as the number of awards to be distributed based on merit review criteria. Special attention

will be paid to the appropriateness and value of the educational experience for the student participant.

Funding Conditions:

By federal law, no student can be awarded aid in an amount which exceeds the estimated cost of attendance as established by Student Financial Aid. Therefore, for example, if you are already receiving a complete financial aid package (i.e., your tuition, fees, room, and board are covered by some combination of scholarships, grants, and loans), the research scholarship will substitute for some portion of that aid with **no net increase** of funds to you. An exception to this rule is allowable only for legitimate out-of-pocket expenses related to your research. If you have such expenses associated with the project and you are already receiving aid up to the cost of attendance limit, you may submit a Cost of Attendance Appeal to request that Student Financial Aid consider increasing your cost of attendance. (Costs associated with the project that are borne by the student represent a financial commitment to the research, and it is that commitment which may justify additional assistance to students currently receiving other scholarships and/or loans.)

Note: Both the URS and IRG are merit awards designed to defray the cost of the student researcher's education. Awards are directed to your statement of account and will first be applied to cover university fees (tuition, etc.). Therefore, if you are involved with research that requires a significant financial commitment (lab expenses, equipment, travel, etc.), we encourage you to discuss and, if applicable, set up an agreement with your project advisor that details how you may pay for such expenses.

International Travel Conditions: Travel Warning Policy

In countries with certain risk designations, including those under a current Department of State Travel Warning, a CDC Warning Level 3 or other locations designated high risk by government restrictions or insurance exclusions, undergraduate students cannot use scholarship awards for study abroad programs and/or individual international projects outside of venues approved by Ohio State. Graduate and professional students may petition the International Travel Policy Committee for approval a minimum of three months prior to proposed travel. More information about travel to risk designated countries can be found at <http://oia.osu.edu/application-and-policies/travel-to-risk-designated-countries.html>. For further information on the policy and/or the petition process, please contact Dru Simmons (simmons.541@osu.edu), international risk manager, Office of Risk Management and Insurance.

*If your research proposal includes travel to a risk-designated country (see link above), you will be ineligible to receive a URS or IRG award. Please contact Dean Mary Ellen Jenkins (jenkins.196@osu.edu) **before** you submit your application if you have questions about this policy.*

Supplemental Travel Insurance

Ohio State students traveling to international locations for the purpose of study abroad, service and volunteer opportunities, undergraduate or graduate/dissertation research, internships, or independent study are required to enroll in the university's supplemental travel insurance which is

provided through GeoBlue. The insurance includes coverage for illness, injury and medical evacuation, and political security and natural disaster evacuation services. Students participating in study abroad programming coordinated through the Office of International Affairs are automatically enrolled in the supplemental travel insurance. Students who are traveling abroad independently must enroll online for the supplemental insurance. For instructions: <http://oia.osu.edu/preparing-to-depart/health-insurance.html>.

If your research proposal includes international travel, your award will be contingent on your enrollment in Ohio State's supplemental travel insurance.

Other Funding: If you have applied for or received any other funding for this project, the following information is required: semester(s), amount, type of other funding; how the funding was/will be used; and how additional funding will help you to complete the project.

URS Enrollment Conditions: You must be enrolled as a full-time student (at least 12 credit hours) during Spring Semester 2018, although part-time enrollment with a heavy research emphasis may be allowable by special exception. Approved exceptions will typically result in a reduction in the amount of your award based on the number of credit hours for which you are actually enrolled. Exceptions to the full-time enrollment requirement must be approved by the Director of the Arts and Sciences Honors Program.

Method of Selection: Applications, proposals, and letters of recommendation are reviewed by the Research Scholarships Subcommittee of the Arts and Sciences Honors Committee. The number of scholarships awarded will be determined by the amount of funds available. Awards will be determined based on merit review criteria. Applicants will be notified of the results of the competition by late November.

URS Thesis Application: If you have not yet entered candidacy for graduation *with research distinction* or *with honors research distinction* but intend to do so, please be sure to submit your thesis application as soon as possible. Students pursuing the research thesis option leading to graduation *with research distinction* should visit artsandsciences.osu.edu/academics/current-students/advising-academics/graduation and/or contact Ed Quinn in ASC Advising. You may call (614) 292-6961 to arrange an appointment with Mr. Quinn. Students in the ASC Honors Program should visit aschonors.osu.edu/honors/research-thesis and/or contact an honors advisor in the Arts and Sciences Honors Office. You may call (614) 292-5104 to arrange an appointment with an honors advisor.

The thesis must be submitted to the University Libraries Knowledge Bank no later than the end of the term in which the student will graduate.

Presentation of Research: Students who receive funding are expected to apply to present their research at the annual Denman Undergraduate Research Forum held in the spring.

Project Advisor: The project advisor must be a faculty member at The Ohio State University.

THE PROJECT PROPOSAL

Because most applicants are of comparable promise and ability, the quality and significance of the research project are decisive factors. Consequently, you should pay close attention to the following project proposal guidelines.

1. Select a research topic which you and your faculty project advisor believe can be completed within the period in which the scholarship is tendered. In the case of the URS, this typically means that you should be able to complete the project by the end of Spring Semester 2018. Elaborate proposals with questionable timetables will not be viewed favorably.
2. Prepare a project proposal of **not more than 5 typewritten double-spaced pages; a maximum of 1,250 words**. Neither the bibliography nor figures will count against the page/word limit, but please be judicious about the overall length of your proposal.

This proposal must include the following:

- the scholarly motivation and context for the proposed research (why should this research question be explored?), including a discussion of related scholarship in the discipline and any work that you have undertaken so far;
- a clear statement of your research question and the general significance of the project;
- a concise summary of the methodology to be used in the research;
- the expected outcomes;
- a description of *your* role in the project, especially if it is part of a group's research;
- plans for forthcoming presentations and/or publications (if applicable);
- proper attribution for all tables, figures, graphs, etc.; and
- a bibliography.

Be sure to consult your project advisor for the appropriate way to organize your proposal within your field of study.

Your proposal also should include information concerning your background and preparation in the project field and a statement concerning any arrangements that have been made to obtain or use special equipment or other resources required for the project.

3. Your proposal will be in competition with proposals from many other fields throughout the arts and sciences and will be judged by a small faculty panel which may not include a specialist in your field. Therefore, **you should write the proposal for a non-specialist audience and attempt to state your proposal and its significance in relatively non-technical terms**. It is recommended that you define all acronyms and limit the use of (or be sure to explain) discipline-specific terminology or jargon.
4. Because the project is to be carried out in close cooperation with your project advisor, the proposal should be written in consultation with the faculty member who will serve as the project advisor and write the official Project Advisor Recommendation. That said, the proposal must be written by you. Cutting and pasting text from others' written work regarding the research is not acceptable.
5. Responsible Research Practice Approvals
 - If your research involves **human subjects**, be sure to work with your advisor to obtain any necessary approvals from the OSU Institutional Review Board for the Protection of Human Subjects (IRB) **before** you begin research activities. Please allow applicable time for IRB approval if necessary. ***If your project will require IRB review, please attach documentation (such as a submission confirmation e-mail) demonstrating that you have submitted your project for IRB review.*** (You do not

have to have the results of the review before you apply for this scholarship/grant, but you must have begun the approval process.)

- If your research involves **animal subjects**, be sure to work with your advisor to obtain any necessary approvals from the OSU Institutional Animal Care and Use Committee (IACUC) **before** you begin research activities. Please allow applicable time for IACUC approval if necessary. *If your project will require IACUC review, please attach documentation (such as a submission confirmation e-mail) demonstrating that you have submitted your project for IACUC review.* (You do not have to have the results of the review before you apply for this scholarship/grant, but you must have begun the approval process.)

For additional information or assistance regarding IRB or IACUC approval, you may contact the Office of Responsible Research Practices at OSU (orrr.osu.edu).

PROJECT ADVISOR RECOMMENDATION

A Word version of the Project Advisor Recommendation form is available at <http://aschonors.osu.edu/opportunities/scholarships/undergrad>. You should be certain to have your faculty project advisor complete and return the form to the Arts and Sciences Honors Office by September 18, 2017.

The importance of the faculty recommendation cannot be overemphasized. As highly competitive students, most applicants will present evidence of academic aptitude and achievement. Therefore, the committee will need to base its decision at least partly on the potential value of the project for the student. The interest and concern of the faculty member, and his/her assessment of the student and the project, often will be decisive.

ADDITIONAL INFORMATION

Examples of successful project proposals from the past several years are on file in the Arts and Sciences Honors Office, 3180 Smith Lab, and are available for examination.

For additional information, please see Frequently Asked Questions About the URS and IRG at <http://aschonors.osu.edu/opportunities/scholarships/undergrad/faq>.

Contact: For further information about the Arts and Sciences Undergraduate Research Scholarship or International Research Grant, please contact Mary Ellen Jenkins, Assistant Executive Dean, College of Arts and Sciences (jenkins.196@osu.edu).

APPLICATION

**COLLEGE OF ARTS AND SCIENCES
AUTUMN 2017 COMPETITION
UNDERGRADUATE RESEARCH SCHOLARSHIP
(URS and International Research Grant for Undergraduates in Arts and Sciences)**

SUBMISSION DEADLINE: SEPTEMBER 18, 2017 (before 5:00 p.m.)

Please check the appropriate statement (check only one):

I am applying for an **Undergraduate Research Scholarship (URS)** *only*.

I am applying for an **International Research Grant** for Undergraduates in Arts and Sciences (IRG) *only*.

I am applying for **both** awards (URS **and** IRG).

Please attach to proposal and return to:

Arts and Sciences Honors Office
3180 Smith Lab
174 West 18th Avenue

(Please print with black ink or type. Print on one side of page ONLY.)

Date_____

1. Name_____ (first) (middle or maiden) (last)

2. OSU ID_____ Telephone_____

3. Local Address_____

OSU e-mail_____

4. Major_____
General field of research (major or other discipline)_____

5. Project Title_____

6. Project Advisor_____ Department_____

7. Cumulative point-hour ratio (GPA)_____ Total earned hours_____

8. Expected term of graduation_____

9. Other universities or colleges attended_____

10. Will this project contribute to a thesis? Yes No
(Will you enter candidacy for graduation with research distinction or with honors research distinction?)

11. Is this a proposal for a project to be done in conjunction with your project advisor's research?

Yes No

If yes, in both the proposal and recommendation, you and your project advisor should address the issue of the degree of project independence involved.

12. Does data collection for this project involve human subjects? Yes No

If yes, please attach documentation of approvals or (at minimum) submission of project for IRB review (e.g., attach a submission confirmation e-mail).

Does data collection for this project involve animal subjects? Yes No

If yes, please attach documentation of approvals or (at minimum) submission of project for IACUC review (e.g., attach a submission confirmation e-mail).

If yes, please be sure to familiarize yourself with IRB or IACUC protocols and obtain the necessary approvals before you begin your research activities.

13. To receive URS funding, you must be enrolled full time (minimum 12 hours) during Spring Semester 2018. *Requests for special exceptions must be directed to the Director of the Arts and Sciences Honors Program.*

I understand that I must be enrolled full time during Spring Semester 2018 to receive a URS award.

14. Have you applied for or received any other funding to support your work on this project? Yes No

If yes, what type of funding have you applied for or received and when? How much will/did you receive?

15. If the answer to item 14 is "yes," be sure to address any previous or additional funding in your proposal. Include information regarding when (terms and years) and for how much (total dollar amount) your work on the project was funded; how the funding was or will be used; and how additional funding will help you to complete your project.

16. Do you intend to travel outside of the United States for a purpose related to your research project (e.g., to conduct your research, to attend or present at a conference, etc.)?

Yes No

If yes, where and when do you plan to travel (approximate dates are sufficient)?

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17. Please ask the Ohio State faculty member who will supervise your project to forward the Project Advisor Recommendation (available at <http://aschonors.osu.edu/opportunities/scholarships/undergrad>) to the ASC Honors Office, 3180 Smith Lab, by September 18, 2017 (before 5:00 p.m.). The recommendation form may also be e-mailed to braund.11@osu.edu or faxed to 614-688-8791.

18. **IRG applicants ONLY:** Please attach a budget listing expenses you expect to incur for your research-related travel. Please be as specific as possible.