COLLEGE OF ARTS AND SCIENCES
SPRING 2014 APPLICATION
UNDERGRADUATE RESEARCH SCHOLARSHIP
(URS and International Research Grant for Undergraduates in Arts and Sciences)

GENERAL INSTRUCTIONS

Application Checklist:
☐ Completed application form, including budget proposal
☐ Project proposal
☐ Recommendation from an Arts and Sciences faculty advisor

Supporting Materials:
Your application for an Undergraduate Research Scholarship (URS) or an International Research Grant for Undergraduates in Arts and Sciences must be accompanied by a project proposal, a budget, and a recommendation from the Arts and Sciences faculty member who will supervise it.

Where to Submit:
Arts and Sciences Honors Office, 3180 Smith Lab

Submission Deadline:
Monday, February 3, 2014 (before 5:00 p.m.)

Eligibility Criteria:
You must be 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, however, must submit this application to apply for an International Research Grant.)

You must plan to be a candidate for graduation with (honors) research distinction or plan to complete an equivalent research project (for URS funding only).

You must have attained junior standing at the time of the award (for URS funding only).

Amount of Award:
URS Funding:
Awards generally range from $500 to $12,000 and are applied toward university fees (your statement of account).

International Research Grant for Undergraduates 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 Undergraduate Research Scholarship 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.
**URS Funding Conditions:** By federal law, no student can be awarded aid in an amount which exceeds the estimated cost of education as established by the Office of Student Financial Aid. Therefore, for example, if you are already receiving a complete financial aid package, 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 items legitimately listed on the budget, the amount of which can be awarded to you regardless of other aid. Applicants should list all expenses associated with the project, since such costs represent a financial commitment to the research, and it is that commitment which justifies additional assistance to students currently receiving other scholarships and/or loans. (Lost income and tuition/fees are not expenses that can be included in the budget.)

**Note:** 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:** In countries under a current Department of State Travel Warning, 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 Study Abroad Health and Safety Committee for approval a minimum of three months prior to proposed travel. Countries currently on Department of State Travel Warning can be viewed at [www.travel.state.gov](http://www.travel.state.gov). For further information on the policy and/or the petition process, please contact Dru Simmons (simmons.541@osu.edu), international risk manager, at the Office of Risk Management and Insurance.

Ohio State students traveling to international locations for the purpose of study abroad, undergraduate or graduate/dissertation research, internships, or independent study are required to enroll in the university’s supplemental international insurance which is provided through HTH Worldwide. The insurance includes coverage for medical, evacuation, repatriation, emergency assistance, and political security and natural disaster. Students who are traveling abroad independently may enroll online for the supplemental insurance. For instructions, see the Office of International Affairs web site: [oia.osu.edu/preparing-to-depart/health-insurance.html](http://oia.osu.edu/preparing-to-depart/health-insurance.html).

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

**URS Enrollment Conditions:** You generally must be enrolled as a full-time student (at least 12 credit hours) during the semesters in which you receive funding, although part-time enrollment with a heavy research emphasis is allowable.
Method of Selection: Applications, proposals, and letters of recommendation are reviewed by the Arts and Sciences Honors Committee. The number of scholarships awarded will be determined by the amount of funds available. Applicants will be notified of the results of the competition by early April.

URS Progress Report: A two-page, double-spaced mid-project progress report (countersigned by the project advisor) is due no later than October 27, 2014, and is required for release of the Spring Semester 2015 stipend.

URS Thesis Submission: 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 present their research at the annual Denman Undergraduate Research Forum held in the spring.

Project Advisor: The project advisor must be a faculty member with the rank of Assistant, Associate, or Full Professor.

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. 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.

This proposal must include the following:

- a concise summary of the methodology to be used in the research
- a discussion of related scholarship in the discipline
- the results anticipated
- the general significance of the project
- plans for forthcoming presentations and/or publications (if applicable)
- a bibliography

Since your proposal is in competition with proposals from many other fields and will be judged by a small faculty panel which may not include a specialist in your field, you should write the proposal for a non-specialist audience and attempt to state your proposal and its significance in relatively non-technical terms.

Your proposal also should include information concerning your background 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.
• 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 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.

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

3. Because the project is to be carried out in close cooperation with your project advisor, the proposal should be written in consultation with the Arts and Sciences faculty member who will serve as the project advisor and write the official Project Advisor Recommendation.

**PROJECT ADVISOR RECOMMENDATION**

A Project Advisor Recommendation form is attached. You should be certain to have your project advisor complete and return it to the Arts and Sciences Honors Office by February 3, 2014.

For an Arts and Sciences International Research Grant for Undergraduates recommendation, the project advisor should articulate in some detail the form and nature of the student’s involvement in the research project. If available, the grounds for the student selection and a brief biographical sketch of the student should also be included.

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.

**Note:** 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.

**Contact:** For further information about the Arts and Sciences Undergraduate Research Scholarship (URS) or International Research Grant for Undergraduates, please contact Meagan Toohey, Assistant Director, Arts and Sciences Honors Office (toohey.4@osu.edu).
APPLICATION

COLLEGE OF ARTS AND SCIENCES
SPRING 2014 COMPETITION
UNDERGRADUATE RESEARCH SCHOLARSHIP
(URS and International Research Grant for Undergraduates in Arts and Sciences)

SUBMISSION DEADLINE: February 3, 2014 (before 5:00 p.m.)

Please check all that apply:

☐ I am applying for an Undergraduate Research Scholarship (URS)
☐ I am applying for an International Research Grant for Undergraduates in Arts and Sciences
☐ I am applying for both awards

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) Date ________________

1. Name ____________________________________________
   (last) (first) (middle or maiden)

2. OSU ID __________________ __ Telephone __________________

3. Local Address _________________________________
   ______________________________________________
   ________________________________________________ OSU e-mail ______________

4. Major (related to this project) ________________________________

5. Project Title _____________________________________________

6. Project Advisor __________________ Department ______________

7. Cumulative point-hour ratio _______________ Total earned hours ______________

8. Other universities attended __________________________________

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

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

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

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

12. During which terms of the 2014-15 academic year will you be working on your project?

   Summer □   Autumn □   Spring □

13. During which terms do you wish to be funded?  (Please be aware you must be enrolled during funding terms.)

   Summer □   Autumn □   Spring □

14. Have you applied for or received any other funding to support 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 this in your proposal. Include information regarding when (terms and years) and for how much (total dollar amount) the project was funded; how the funding was or will be used; and why additional funding is necessary.

16. Please ask the faculty member who will supervise your project to forward the Project Advisor Recommendation to 3180 Smith Lab, February 3, 2014 (before 5:00 p.m.).

17. Proposal Budget.
Note (See Funding Conditions): The budget is not used in evaluating proposals. Rather, it is used to justify increased university aid to those students already receiving assistance from other sources. Because budgeted items are exempt from the maximum amount of aid allowable except in very rare circumstances, you should be certain to prepare a budget. Please be as specific as possible and include only those items which directly pertain to your research. If you have no budget, indicate such in the following space.

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.

Total Amount:

By Item:
DEADLINES:  
For application  February 3, 2014  
For recommendation  February 3, 2014

Name of student__________________________________________________________

Project Title____________________________________________________________

Since each applicant is an academically talented student, your careful assessment of the significance and feasibility of this student’s contributions and project and of his/her ability to complete it is very important to the Honors Committee's evaluation of the proposals. Please return the completed form (or a letter that addresses the items listed on this form) to the Arts and Sciences Honors Office, 3180 Smith Lab, 174 West 18th Avenue (e-mail to Snowden.4@osu.edu or fax 688-8791) on or before February 3, 2014.

1. What is the significance of the proposed project and the student’s contributions?

2. Given a time period of two semesters and the potential resources available, is this project feasible? Also, if applicable, please address if IRB or IACUC approval is needed (or has already been submitted or obtained).
3. How well prepared is the student to undertake the project?

4. Are you willing to commit yourself to, and does your schedule permit, supervision of the project throughout the scholarship period?

5. Please address the issue of the relative independence of the project with regard to your own research.

6. If the student has previously received funding for this project, please address details such as what that funding supported, how well the project has progressed, and why additional funding is needed to complete the project.

7. **For International Research Grant for Undergraduates only**: If available, the grounds for the student selection and a brief biographical sketch of the student should be included.

8. Additional comments may be included on a separate sheet.

Name____________________________ E-mail____________________

Signature____________________________________________________

Campus Address_____________________________________________ Telephone_______