

**COLLEGE OF ARTS AND SCIENCES
AUTUMN 2020 APPLICATION
UNDERGRADUATE RESEARCH SCHOLARSHIP
(URS for Undergraduates in Arts and Sciences)**

GENERAL INSTRUCTIONS

Application Checklist:

Completed application form

Project proposal

Recommendation from your faculty project advisor

Where to Submit:

aschonors@osu.edu

Submission Deadline:

Monday, October 29, 2020 (by 11:59 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.*

Preference will be given to projects that will result in an undergraduate thesis. All projects should represent a significant research project.

You must have attained junior standing at the time of the award (Spring Semester 2021).

Students who will receive their bachelor's degrees at the conclusion of Autumn Semester 2020 are not eligible for the URS.

If you received a URS award through the Spring 2020 competition, you are not eligible to apply for the URS through the Autumn 2020 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 2021. Any amount remaining after university fees have been paid will go directly to you at the beginning of Spring Semester 2021, except as noted in the next section, "Funding Conditions." Awards will be determined based on merit review criteria.

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: The URS is a 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.

Travel:

Ohio State's travel restrictions for non-essential domestic and international travel are currently extended through December 31, 2020. A decision on the viability of spring 2021 travel using university funds is forthcoming (expected mid-October).

International Travel Conditions: Travel Warning Policy

Any student traveling to study, conduct research or field work, participate in a service learning project or an international program in a risk-designated country must petition the International Travel Policy Committee (ITPC) for approval. The ITPC, which is appointed by the provost, establishes guidelines and operating procedures for university travel, reviews petitions and makes recommendations that are submitted to the provost for final approval. Recommendations to the provost will depend on the academic value of the travel to the student's curriculum as well as on the current security and health conditions in the specific country that may affect the student's safety. Petitions from individual travelers on non-OSU managed programs should be submitted at least 60 days in advance of 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 Assistant Dean Lindsey Chamberlain (chamberlain.55@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: <https://oia.osu.edu/health-and-safety/traveler-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 2021, although part-time enrollment with a heavy research emphasis may be allowable by rare 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 mid December.

Presentation of Research:

Students who receive funding are encouraged to apply to present their research at a research forum of their choosing.

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 2021. 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 (orrrp.osu.edu).

PROJECT ADVISOR RECOMMENDATION LETTER

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.

Please see **INSERT WEBSITE** for details regarding what should be addressed in the recommendation letter.

ADDITIONAL INFORMATION

For additional information, please see Frequently Asked Questions About the URS 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 Lindsey Chamberlain, Assistant Dean, College of Arts and Sciences Honors Program (chamberlain.55@osu.edu).

APPLICATION

COLLEGE OF ARTS AND SCIENCES
AUTUMN 2020 COMPETITION
UNDERGRADUATE RESEARCH SCHOLARSHIP
(URS for Undergraduates in Arts and Sciences)

SUBMISSION DEADLINE: October 29, 2020 (by 11:59 p.m.)

Please complete this form and send it and your proposal to aschonors@osu.edu

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

2. OSU ID _____

3. 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. Will this project contribute to a thesis? Yes No
(Will you enter candidacy for graduation with research distinction or 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 letter, 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

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.

12. To receive URS funding, you must be enrolled full time (minimum 12 hours) during Spring Semester 2021.

I understand that I must be enrolled full time during Spring Semester 2021 to receive a URS award.

13. 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?

If the answer to item 13 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.

14. **Travel**

Ohio State’s travel restrictions for non-essential domestic and international travel are currently extended through December 31, 2020. A decision on the viability of spring 2021 travel using university funds is forthcoming (expected mid-October).

Do you plan to travel for this research: Yes No

If yes, can you still complete this research if travel is restricted in Spring 2021 (please describe):

15. Please ask the Ohio State faculty member who will supervise your project to forward a Recommendation Letter (instructions available at <http://aschonors.osu.edu/opportunities/scholarships/undergrad>) to the ASC Honors Office (aschonors@osu.edu) by October 29, 2020.