

**COLLEGE OF ARTS AND SCIENCES  
SPRING 2021 APPLICATION  
UNDERGRADUATE RESEARCH SCHOLARSHIP  
(College of Arts and Sciences)**

**Application Checklist:**

- Instructions
- Completed application form
- Project proposal
- Recommendation from your faculty project advisor

**INSTRUCTIONS**

**Where to Submit:** Email to braund.11@osu.edu

**Submission Deadline:** Friday, March 5, 2021 (before 5:00 p.m.)

**Eligibility Criteria:**

You must be an undergraduate earning a degree in the college of Arts and Sciences and have an Arts and Sciences major. (Please note: students earning a degree in Arts And Sciences with an Arts major who are working on a creative or research project should apply for the Arts Undergraduate Research Scholarship rather than the general URS available through this application.

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. 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 (for URS funding only). Students who will receive their bachelor's degrees at the conclusion of the current Spring Semester are not eligible for the URS.

**Amount of Award:**

Awards generally range from \$500 to \$12,000 and are applied toward university tuition and fees (your statement of account) for 2021-2022 academic year. Any amount remaining after university fees have been paid will go directly to you at the beginning of each funding term, 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 award 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.

**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 the semesters in which you receive funding, 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. Please email Dr. Lindsey Chamberlain ([chamberlain.55@osu.edu](mailto:chamberlain.55@osu.edu)) if you have questions about this policy.

**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-April.

**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 <https://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 who are pursuing the research thesis option leading to graduation with honors research distinction should visit <https://aschonors.osu.edu/honors/research-thesis> and/or contact Rachel Steele in the Arts and Sciences Honors Office. You may call (614) 292-5104 to arrange an appointment with Ms. Steele. 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 encouraged to *apply* to present their research at the [Denman Undergraduate Research Forum](#) OR the [Spring Undergraduate Research Festival](#) OR another applicable forum in their discipline. Please email Dr. Lindsey Chamberlain ([chamberlain.55@osu.edu](mailto:chamberlain.55@osu.edu)) if you present at a research forum.

**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 2022. 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:

1. the motivation and context for the proposed research, including a discussion of related scholarship in the discipline and any work that you have undertaken so far;
2. a clear statement of your research question and the general significance of the project;
3. a concise summary of the methodology to be used in the research;
4. the expected outcomes;
5. plans for forthcoming presentations and/or publications (if applicable); and
6. 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 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.

**Responsible Research Practice Approvals:**

1. 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.)
2. 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](http://orrrp.osu.edu)).

### **Project Advisor Recommendation:**

Project Advisor Recommendations can be found at:  
[aschonors.osu.edu/opportunities/scholarships/undergrad](http://aschonors.osu.edu/opportunities/scholarships/undergrad).

You should be certain to have your faculty project advisor complete and return the form via email to [braund.11@osu.edu](mailto:braund.11@osu.edu) by March 5, 2021. 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:**

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, please contact Dr. Lindsey Chamberlain Director, Arts and Sciences Honors Office ([chamberlain.55@osu.edu](mailto:chamberlain.55@osu.edu)).

### **COVID-19:**

As Ohio State continues to monitor the global outbreak of COVID-19 and take appropriate steps to ensure the health and well-being of the campus community, OIA (<https://oia.osu.edu/news/5641-covid-19-updates.html>) will provide regular updates and guidance for students, scholars, faculty and staff relating to international travel. The Office of International Affairs (OIA) understands that COVID-19 protocols will cause disruption, but the risk of not acting outweighs the inconvenience of these measures.

To stay abreast of recent travel restrictions, visit the [U.S. Health and Human Services website](#) and Ohio State [travel alerts](#). Additional guidance can be found on the [World Health Organization website](#) and the [Wexner Medical Center website](#).

#### **1. Travel**

Ohio State's travel restrictions for non-essential domestic and international travel are currently extended through June 30, 2021. In accordance with the [travel guidelines](#), the university cancelled all education abroad programs for Spring 2021 given the sustained influx in the number of COVID-19 cases in the United States and continued volatility internationally including uncertainties around country-specific travel restrictions and limitations around the world, such as border closures and local/regional lock-downs.

#### **2. Education Abroad**

Ohio State has canceled all university-sponsored, direct enrollment, exchange and third-party education abroad programs, practicums and internships for spring semester 2021. Sponsoring departments and students who have registered for spring semester programs have been notified of the cancellation decision. Decisions regarding summer 2021 programs, including student application deadlines and program viability decision dates, are available [here](#). If education abroad students have questions or need to speak with an education abroad specialist, please call 614-292-6101 or email [abroadadvisor@osu.edu](mailto:abroadadvisor@osu.edu). [Answers to frequently asked questions](#)



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 the semester you receive funding.  
*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 the semester I receive funding 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?

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\*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. Do you intend to travel for a purpose related to your research project (e.g., to conduct your research, as part of an education abroad trip in which you are doing research)?  
\_\_\_ Yes                    \_\_\_ No  
If yes, where and when do you plan to travel (approximate dates are sufficient)?

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15. 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, [braund.11@osu.edu](mailto:braund.11@osu.edu) **March 5, 2021 (before 5:00 p.m.).**