

**COLLEGE OF ARTS AND SCIENCES**  
**UNDERGRADUATE RESEARCH SCHOLARSHIP and INTERNATIONAL RESEARCH GRANT**  
**(College of Arts and Sciences)**

**Application Checklist:**

- Instructions
- Completed application form
- Project proposal
  - Addendum including travel details and budget (for IRG only, do not submit a budget for the URS)
- Recommendation from your faculty project advisor

**INSTRUCTIONS**

**Where to Submit:** Email [sallade.3@osu.edu](mailto:sallade.3@osu.edu).

**Submission Deadline:** Please see application for due dates

**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).

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 semester are not eligible for the URS or IRG.

Students who received funding from a Spring semester's URS competition are not eligible applicants for the following Autumn's URS competition.

**Amount of Award:**

URS: Awards generally range from \$500 to \$12,000 and are applied toward university tuition and fees (your statement of account). 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. For Spring competitions, students may select which of the following three semesters they will receive their funding (Summer, Autumn or the following Spring). For Autumn competitions, funding is awarded only in the following semester (Spring). Students should be enrolled full-time during semesters of funding.

IRG: Awards generally range from \$500 to \$2,000 (\$4000 maximum) and are applied toward university tuition and fees (your statement of account). IRG awards are applied immediately after awarding, during the current semester (Autumn for the Autumn competition, Spring for the Spring competition). Any amount remaining after university fees have been paid will go directly to you except as noted in the next section, "Funding Conditions."

**Funding Conditions:**

A student may not receive financial aid and other resources in excess of the annual cost of attendance at the university in accordance with federal guidelines. If you receive additional financial resources and/or assistance, it may impact your eligibility for other financial aid awards. If you have any questions about your individual situation, consult Buckeye Link at 614-292-0300 or by email at [buckeyelink@osu.edu](mailto:buckeyelink@osu.edu).

URS: 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.

IRG: The funds automatically go toward the payment of the student recipient's university tuition and fees, (please note the information about financial aid restrictions, which is included on the application materials). Students and faculty are encouraged to apply for a grant to support an undergraduate student who can benefit from participation in research abroad. Funds will generally be provided for one student per research project. The general focus of these grants is to encourage students to engage in research in international venues with their faculty mentors. Special attention will be paid to the appropriateness and value of the educational experience for the student participant.

### **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. You do not need to be enrolled full-time for the IRG.

### **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, and awards are generally announced two months after the submission deadlines.

### **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/advising/research-distinction-research-thesis> 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>. 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.

## **URS and IRG 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 during the semesters in which you are funded. 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.

**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. 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. Please note that spelling and grammar are considered.**

## **IRG:**

For IRG only, please also include an addendum clearly stating the timeline for the project and travel abroad and any pertinent details (locations) and submit a budget related to your estimated travel expenses.

## **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 ([orpp.osu.edu](http://orpp.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 [sallade.3@osu.edu](mailto:sallade.3@osu.edu) by the application deadline. 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 and IRG 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 Program ([chamberlain.55@osu.edu](mailto:chamberlain.55@osu.edu)).

### **Travel:**

Six weeks prior to departure, individuals engaging in Non-OIA administered travel should register their travel to:

1. Complete university protocol for international travel, including potential completion of the approval process for [travel to a risk designated country](#).
2. Identify and [register your travel](#).
3. Familiarize yourself with the [university's international accident and sickness insurance](#).
4. Register in the [Smart Traveler Enrollment Program](#).
5. Receive additional [health](#) and [safety](#) information to prepare for their travel.
6. Download and log into the Crisis24 travel assistance app. See <https://oia.osu.edu/global-health-and-safety/traveler-insurance/crisis24-overview> for more information.