**2014-2015 Research Scholar Award Applicant Information**

**Submission Deadline: 1st of each month at 5pm**

*Please return only this page with proposal, statement of intent, advising report, and other documentation to:*

[*uro@osu.edu*](mailto:uro@osu.edu)*, c/o Jackie Lipphardt*

*Letters of agreement need to be submitted by the faculty advisor to uro@osu.edu*

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| **STUDENT INFORMATION** | | | | | | | | | | | | |
| Name: | | | Last | | First | | | | | | | OSU ID: |
| OSU Email: | | |  | | | | | Phone Number: | | |  | |
| Major: |  | | | | | | | Minor: |  | | | |
| Current Cumulative GPA: (or High School GPA if first semester at OSU) | | | | | | | | |  | | | |
| First Term at OSU (any campus) (Term & Year): | | | | |  | | | | | | | |
| First Term at OSU Main Campus (transfer students only): | | | | | | |  | | | | | |
| Are you: | | Eminence Fellow | | Morrill Scholars Program (Distinction Scholarship) | | | | | | STEP Scholar | | |
| *If you have already used your Eminence or STEP enrichment grant/fellowship, please explain how.* | | | | | |  | | | | | | |

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| **PROJECT INFORMATION** | | | | | | | | | | |
| Project Title: |  | | | | | | | | | |
| Faculty Research Advisor: | |  | | | | | Department: | | |  |
| Faculty Research Advisor Email: | | |  | | | | Phone: | |  | |
| Will this project contribute to a research thesis? | | | | Yes | | No | | | Not Sure | |
| Does your project involve human subjects or their data? | | | | | Yes | | | No | | |
| *If yes, your application for IRB approval or exemption* ***must be started at time of application****. Please attach the confirmation number received with the initial submission. Funding will not be awarded without the confirmation number.* | | | | | | | | | | |
| Other sources of funding (scholarships, fellowships, and grants) applied for or received for this project (including amounts). If you participated in a paid summer research program/internship/fellowship (REU, SROP, etc.) please list the program name, sponsor (university or other entity), location, and research advisor. | | | | | | | | | | |
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| I certify that I meet all eligibility criteria for the Research Scholar Award and that all the information I provide in my application is correct to the best of my knowledge. | |
| Name: | Date: |

The Office of Undergraduate Education, in partnership with the Undergraduate Research Office, is pleased to announce the Research Scholar Award (RSA). This award seeks to generate early interest and awareness in undergraduate research and to enrich the undergraduate experience by providing access and reducing barriers to faculty-mentored research opportunities for first-time student researchers in all disciplines and of all ranks.

# Awards will be $1000.\*

**Application Components (submit all student components in one complete packet)**

* Completed Applicant Information Sheet
* 2 page Letter of Intent
* 3 page Research, Independent Scholarship, or Creative Activity Proposal
* Copy of Unofficial Advising Report
* Faculty Research Advisor Letter of Agreement (submitted separately by the faculty member)
* *IRB or IACUC Submission Documentation (if applicable)*
* *Project Budget (if at full Cost of Attendance; see Special Funding Conditions below)*

# Eligibility

* Must be a degree-seeking OSU undergraduate at any campus. (This award is not open to PSEO students.)
* Must be in good academic standing, with a minimum GPA of 2.5.
* Must conduct research under the supervision of an OSU faculty member. The advisor can be in a different department or college than the student’s major.
* Not open to students who have received $1000 or more of funding from any other source.
  + Funding is defined as: a scholarship, fellowship, grant, or stipend which a student has received from OSU to conduct a research or creative activity project. Stipends or payment from participating in a formal summer research program at OSU (REUs, SROP, etc.) are considered funding ([see FAQs for more information](http://undergraduateresearch.osu.edu/urop/rsa/RSAfaqs.html)). Second-Year Transformational Experience (STEP) students or Eminence Fellows who have received funding for the same research or creative activity project are not eligible.
  + Academic course projects (outside of 2998/3998/4998 or 4999 courses) are not eligible for funding.
* If working with human or animal subjects in any capacity, application for IRB or IACUC approval or exemption must be started at time of application
* Group projects are acceptable up to a maximum of 3 students. Each student interested in being funded must apply separately.
* On and off-campus research projects are eligible.

# Selection Criteria

* Quality of the student’s writing, academic performance and potential.
* Strength of research mentor’s letter of agreement. Note: prior research or creative activity experience is not required.
* Anticipated impact on the student’s academic and professional plans

# Submission Deadline

* 5 pm on 1st of the month you intend to apply. Applications are accepted and awarded on a monthly cycle. Notifications of awards will be made by the 15th of each month.
* Applicants who are not funded will automatically be considered for the next 2 months of funding cycles, unless an application is withdrawn. Those who are not funded after 3 application cycles cannot re-apply until 6 months after the original application submission.

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# IRB and IACUC Submissions

* If your research involves **human subjects or their data, or animal 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) or OSU Institutional Animal Care and Use Committee (IACUC) **before** you begin research activities. Please allow applicable time for IRB or IACUC approval.
* ***You are required to include documentation*** *showing that you have begun the* *IRB or IACUC review process with your application.* You do not have to have the results of the review before you apply for this award, but you must have begun the approval process.

# \*Special Funding Conditions

* This award is issued to you via Student Financial Aid. 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, **if you are already receiving a complete financial aid package** (i.e., your tuition, fees, room, and board are covered) **through a University award** (e.g. Eminence or MSP Distinction Scholarships) **or federal grants and loans,** ***the funds 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. 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.)

**International Projects:**

* In countries under a current **Department of State Travel Warning** or other locations designated high risk, undergraduate students cannot use scholarship awards for study abroad programs and/or individual international projects outside of venues approved by Ohio State. Approved programs are communicated on the OIA website via the study abroad search engine:  <http://oia.osu.edu/getting-started/search-programs.html>. 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, please contact Dru Simmons, International Risk Manager, ([simmons.541@osu.edu](mailto:simmons.541@osu.edu)), Office of Risk Management and Insurance.
* Ohio State students traveling to international locations for the purpose of undergraduate research 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.  For instructions:   <http://oia.osu.edu/preparing-to-depart/health-insurance.html>.

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**Application Guidelines**

A complete application for a Research Scholar Award contains:

* *Statement of Intent*: 2 pages (double-spaced, 1” margins, 11-12 pt. font). Must be clear, concise, and well written. Explain your academic interests, tentative career plans, and why your proposed research project will be valuable to you in this context.
* *Project Proposal:* 3 pages (double-spaced, 1” margins, 11-12 pt. font). Must be clear, concise, and well written. Please include answers to the following in the proposal document:
* Title – use a descriptive title for your project of no more than 20 words.
* Non-technical subtitle and summary–include a non-technical subtitle (10 words or less) and a non-technical summary of your project of no more than 3 sentences. (Lists of Research Scholar awardees and project titles will be posted on the URO website, and these non-technical subtitles and summaries can help readers who are not in the same field better understand your project.)
* Introduction – explain the general background and context for your project.
* Purpose – describe the questions or goals that you will address.
* Approach – explain how the project will be carried out; include a time table or schedule.
* Significance – explain your anticipated results or outcomes, and describe the significance of the project within the field.
* Relevant Citations (your citations can exceed the proposal limit of 3 pages).
* *Letter of Agreement from the Faculty Research Mentor (send via email directly to uro@osu.edu):*

1. Please evaluate the student’s ability to complete the proposed project and your plans for offering assistance.
2. Please include the following information after consulting with the student to confirm these details:

* Dates or terms when the student will carry out the project.
* Approximate number of hours per week the student will commit to the project.
* Expectations for updates and tracking progress (e.g., meet with the research advisor or direct supervisor every other week, attend weekly lab meetings, submit monthly progress reports via   
  e-mail, etc., as appropriate).
* Name of the student’s direct supervisor if not yourself (e.g., postdoctoral researcher, graduate student, staff, adjunct faculty).

# Requirements for Awardees

* Must submit a 3-5 page progress report 3 months after award is received.
  + - Final payment of $200 (out of $1000) will be made when this report is received.
* Must start a research profile on the URO’s Portfolio of Undergraduate Research Experiences ([PURE](https://undergraduateresearch.osu.edu/secure/pure/)) and update it each semester until graduation.
* Must sign up for the URO E-Newsletter for at least one semester or for the Summer Undergraduate Research Institute (SURI) if researching during Summer Term.
* Encouraged to volunteer to become a URO Peer Research Contact after you have gained some experience.
* Encouraged to give a presentation or performance at OSU based on the outcome of the project.

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