

**The Patton College of Education and Human Services
Ohio University
Athens, Ohio 45701-2979**

**Graduate Research Fund Application
For Approved Dissertation Proposals
(Doctoral Student)
[revised November 2010]**

Guiding Principles

To fulfill the intent of the originator of this endowed fund and to ensure its use in accordance with that intent, the following serve as guiding principles:

1. The name of this endowed account is established through the Patton College of Education and Human Services as the Graduate Study and Educational Research Fund.
2. Investment of the endowed fund and annual allocations for expenditures will be made in accordance with the approved policy as adopted by the trustees of The Ohio University Fund, Inc.
3. One of the allowable uses of the fund is for the partial defrayment of research costs for Athens Campus graduate students. The guidelines provided in this document pertain to research projects conducted to fulfill the requirements of an approved dissertation proposal.
4. The College Research Committee (RC) in consultation with College faculty and the Dean has established criteria for approving funding requests.
5. This document, which specifies application procedures and related guidelines, can be obtained on the Patton College of Education and Human Services website or by request from the Senior Associate Dean for Research & Graduate Studies.
6. Applications for funding are due on or before the Friday of the 6th full week of an academic term—fall, winter and spring, under the quarter system or fall and spring, under the semester system. Awards will be made following the Research Committee's first meeting after the application deadline.

Applications and inquiries should be directed to:

Senior Associate Dean for Research & Graduate Studies
c/o the Dean's Office
The Patton College of Education and Human Services
133 McCracken Hall
Ohio University
Athens, Ohio 45701
740/593-4402

Award Scope and Limits

1. The Graduate Study and Educational Research Fund has limited resources. Therefore, the size of the grants awarded to students will be limited to \$1,000. In cases where funding external to the College has been awarded for the dissertation, matching funds may be requested for up to an additional \$1,000.
2. Only those expenses **directly related to the performance of the research itself** or for preparing or presenting the results of the research will be eligible for reimbursement from the award funds.
3. Awards come in the form of reimbursements of expenditures made by the researcher. All funding reimbursements require receipts.
4. No funds will be awarded for a stipend or remuneration to the researcher.
5. **Costs for copying, printing, editing, or typing a dissertation or thesis will not be reimbursed.**
6. Funding will be available for the duration of the research project or for two years, whichever comes first. If a student wishes to extend the period of time for the completion of the funded research, he or she must submit a request in writing to the RC.
7. **Requests for funds to support travel will be carefully reviewed on a case-by-case basis.** The review will focus on the connection between the budget justification and the request for funded travel. Travel related to conducting the research will be covered by the fund; travel for disseminating results of the research will not be covered by the fund. Students are encouraged to seek support through the Student Travel Award program in the Patton College of Education and Human Services in order to get partial support for travel associated with conference presentations or other dissemination efforts.
8. Funding is allowed for only one project at a time. If a student has received an award for non-dissertation research, he or she must complete the work of that research project before requesting support for dissertation research.
9. All other decisions concerning what budget items may be funded will be made on a case-by-case basis by the Research Committee, based on the budget justification provided in the Research Fund application.

Application and Review Procedures

1. **One paper copy and one electronic copy** should be sent to the
 - a. The Patton College of Education and Human Services' Senior Associate Dean for Research & Graduate Studies, 133 McCracken Hall. An application should include the following information in the order specified below.
 - b. Application Form/Cover Page
 - c. Abstract (2,000 or fewer words) including purpose of research, research questions, methodology, and importance/significance of research
 - d. Budget and Justification
 - e. Appendices
2. The applicant should note that otherwise acceptable applications have been denied funding because the application did not adhere to the guidelines or because information needed to make an objective decision was not available to the Committee.

3. The RC expects that the Institutional Review Board (IRB) will approve all research involving human subjects. The IRB letter of approval must be submitted along with the application for funding to the Senior Associate Dean for Research & Graduate Studies as evidence of IRB compliance prior to the release of funds.
4. Members of the RC will review applications for adequate justification of the budget. The Committee has discretion to award or deny funds based on the clarity and quality of the budget and budget justification. The Committee may request revisions or clarifications to the narrative or budget included in the application.
5. Applicants are encouraged to refer to the Graduate Study and Educational Research Fund Proposal Rating Sheet available on the Patton College of Education and Human Services' website to guide the preparation of an application.

APPLICATION FORM/COVER PAGE

Complete the Application Form/Cover Page in its entirety. Place a copy of the completed application page at the beginning of the paper copy as well as the electronic copy of the research application submitted.

PROJECT ABSTRACT

The application must include a Project Abstract no longer than 2,000 words (excluding references), single-spaced, using a font no smaller than 12 points. To accommodate the varied backgrounds of those reading the abstract, the abstract should be written in language understandable by an informed layperson, if possible. Guidelines of the 6th edition of the *Publication Manual of the American Psychological Association* (2009) or a scholarly style recommended by the specific discipline should be followed.

The Project Abstract should address as many of the following matters as appropriate and applicable to the proposed research project, preferably in this order and using these headings:

- A. Objectives and/or Purposes
 - research problem or question
 - goals and objectives of the research (the scope of the project should be realistic and attainable)
- B. Perspectives and/or Theoretical Framework
 - clear theoretical rationale concerning the research
 - relevance of key literature reviewed to the proposed research problem
- C. Methods and/or Techniques
 - mode of inquiry
 - data source and sampling plan
 - instrumentation and/or data collection procedures
 - time frame for the project
 - specific methods of analysis to be used
 - issues of validity and/or credibility
- D. Educational and/or Scientific Significance of the project

- statement of the impact expected from the results of the project (i.e., how this research will advance knowledge in the field of study or how this research will impact practice)
- plan of dissemination of the results (who the results will be reported to and why, e.g., what conferences or what journals). Successful applicants are strongly encouraged to present at Ohio University's Research and Creativity Fair.

The Project Abstract should justify the budget and may be drawn from the dissertation proposal. The Research Committee will use the abstract as it considers the funding request.

BUDGET AND BUDGET JUSTIFICATION

Please complete the budget using the format below. Submit with your budget a budget justification of no more than one page. The justification should delineate exactly how monies will be expended. Also include **Other Sources** in your budget justification. The budget will be evaluated based upon feasibility and appropriateness relative to the proposed research project. Following are appropriate budget categories.

Salaries—for research support, such as transcription services or data entry

Benefits—required benefits to be paid on research support (if applicable)

Supplies—items which are used up/nonpermanent, expendable

Travel— costs for transportation related directly to data gathering (must use current federal mileage rates)

Communication—film and data processing, postage (must use current postage rates), video and film supplies, copies

Equipment—due to limited funds, request for equipment should be made only after it is determined that the needed equipment is unavailable on campus through a loan or share arrangements. Any equipment purchased by the Research Endowment Fund will become the property of the College of Education.

Item	SAMPLE BUDGET Requested	Other Sources	Total
Salary Transcription Services—8 one-hour tapes @ 6 hours each @ \$15/hour	\$720	\$0	\$720
Supplies Cassette tapes—8 one-hour tapes @ \$3.00	\$24	\$0	\$24
Travel 5 trips to Columbus to conduct interviews—150 miles @ \$.50/mile	\$256	\$119	\$375
Communication 400 stamps @ \$.44/stamp	\$0	\$176	\$176
TOTAL	\$1,000	\$295	\$1,295

SAMPLE JUSTIFICATION

Salary—Hire Jane Doe to conduct transcription. She will transcribe 8, one hour tapes. Each hour of tape takes six hours to transcribe. There are 24 hours of transcription at \$15 per hour for a total of \$720. I am requesting \$720 from this fund.

Supplies—Purchase cassette tapes to record interviews. There will be eight interviews that will last one hour each. Eight one-hour tapes at \$3.00 per tape equal a total of \$24, which I am requesting from the fund.

Travel—Five trips to conduct interviews in Columbus, OH. The first four interviews will be conducted on a Saturday. But the remaining four will be conducted in the evening (1 per trip). (The federal reimbursement rate for automobile travel as of 11/2010 is \$.50/mile. For current rates go to: <http://www.ohio.edu/finance/travel/mileage.cfm>)

Communication—I will be mailing 200 surveys and each will contain a self-addressed stamped envelope. The current first-class postage rate is \$.44/stamp.

APPENDICES

Certain materials must be included in an Appendix.

1. If the research involves human subjects or any data collected from human subjects, either (a) a letter of waiver or approval from IRB or (b) a copy of application or waiver request that was sent to IRB. Remember that no funds will be released until appropriate documentation (waiver or approval) has been received from IRB.
2. A copy of the completed “Approval of Proposal for Dissertation” form, signed by all members of the Doctoral Dissertation Committee after the formal dissertation proposal hearing.
3. If the applicant is requesting matching funds exceeding \$1,000, evidence of funding for this dissertation project from a source outside of the Patton College of Education and Human Services must be included (for example, the letter of award).

Other materials, as appropriate, may be appended to the application.

The Patton College of Education and Human Services
 Graduate Study and Educational Research Fund
 Proposal Rating Sheet

Applicant: _____ Dept: _____ Title: _____

Proposal	Agree	Neutral	Disagree	Comments
Proposal guidelines met, proposal complete				
Funding request and budget within guidelines				
Budget is realistic and sufficient				
Goals for part of research for which funding is requested will be reached within funding time limit				
Project Narrative				
Appropriate style used (e.g., APA)				
Appropriate mechanics (e.g., grammar, font)				
OBJECTIVES and/or PURPOSES				
Research problem or question clearly stated				
Goals and objectives of the research obvious				
PERSPECTIVES or THEORETICAL FRAMEWORK				
Clear and coherent literature summary				
Clear theoretical rationale provided				
Literature is relevant to research problem				
METHODS and/or TECHNIQUES				
Mode of inquiry clear				
Data source or sampling plan explained				
Instrumentation or data collection techniques clear				
Time frame for the project provided				
Specific methods of data analysis proposed				
Issues of validity addressed				
EDUCATIONAL or SCIENTIFIC IMPORTANCE				
Clear impact statement				
Viable plan for disseminating results				
REFERENCES				
All citations included in reference list				
Important sources cited				
APPENDICES (where required)				
Appropriate IRB documentation				
Evidence of additional funding included, if needed				
<i>Other as appropriate</i>				

Recommendation:

Do Not Fund	Revise and Resubmit For Full Committee Review	Fund with Revisions For Subcommittee Approval	Fund with Revisions For Co-Chair Approval	Fund As Is
0	1	2	3	4

Application Form/Cover Page

**Graduate Application
APPROVED DISSERTATION PROPOSALS ONLY
Graduate Study and Educational Research Fund**

Project Title:

Applicant Name:

PID #:

Department:

Degree & Program:

Dissertation Chair:

Phone:

Campus Address:

Email:

Permanent Address:

Requested Amount: _____

Requested Date Funding should begin: _____

Signature: _____ Date: _____

Dissertation committee chair signature: _____ Date: _____

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Please provide information below regarding funding external to the Patton College which has been awarded for the dissertation you are requesting if funds for up to an additional \$1,000.

Sponsor: \_\_\_\_\_

Date Awarded: \_\_\_\_\_ Amount: \_\_\_\_\_

\*\*Please attach award letter in the appendix

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Please note:

Please acknowledge the Patton College of Education and Human Services Graduate Study and Educational Research Fund in any published materials.

Office Use:

Requested Amount _____ Funded Amount _____

Award Date _____ Academic Term/FY _____

Checklist: IRB Documentation

Dissertation Proposal Approval Sheet

Budget and Justification