

The Patton College of Education and Human Services
Ohio University
Athens, Ohio 45701-2979
Graduate Research Fund Application
Non-Dissertation Research ONLY
(Graduate Student)
[revised November 9, 2010]

To fulfill the intent of the originator of this endowed fund and to ensure its perpetual, desired use, the following are to be implemented as operational criteria:

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 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 partial defrayment of research costs for Athens campus graduate students. The guidelines in this document pertain to research projects other than those conducted to complete the requirements of an approved thesis or dissertation.
4. The College Research Committee (RC) in consultation with College faculty and the Dean has established criteria for approving funding requests.
5. Applications for funding are due on or before the Friday of the 6th full week of the quarter—fall, winter and spring. Awards will be made after the RC's first meeting after the application deadline.

Applications and inquiries should be directed to:

Associate Dean for Research and Graduate Studies
c/o the Dean's Office
The Patton College of Education and Human Services
133 McCracken Hall
Ohio University
Athens, Ohio 45701
740/593-44012

6. Limitations Concerning Awards:
 - a. The RC has limited resources. As a consequence, each award will be limited to \$1,000. In cases where funding from a source external to the College has been awarded, matching funds may be requested from the RC. Additional funding up a maximum of \$1,000 may be provided by the RC to match external awards that graduate students obtain. For example, if a student receives an external award of \$1,000, he or she may request \$1,000 from the RC as a match. He or she is also eligible for the standard \$1,000 award.
 - b. Allowable expenses include only those related to conducting the research itself or preparing or presenting the results.

- c. All funding is provided as a reimbursement. Receipts are required to document purchases.
 - d. No funds will be awarded for a stipend or remuneration to the researcher.
 - e. 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.
 - f. Requests for funds to support travel will be carefully reviewed on an individual basis. The research design must support the request for travel. Support for travel may not be used for the purpose or disseminating results of the research.
 - g. Funding is allowed for only one project at a time.
7. The RC expects that the Institutional Review Board (IRB) will approve all research involving human subjects. The IRB letter must be submitted to the RC as evidence of IRB compliance along with the proposal.
 8. Members of the RC will review applications for scholarly and/or technical merit. Only proposals that the Committee judges to be worthy will be funded. The Committee may request revisions to or clarifications of the proposal.
 9. **One paper copy and one electronic copy** of the proposal should be sent to the Associate Dean for Research and Graduate Studies, 133 McCracken Hall. An application should include the following information in the specific order.
 - a. Application Form/Cover Page
 - b. Project Narrative
 - c. References
 - d. Budget and Justification
 - e. Appendices

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 NARRATIVE

The application must include a Project Narrative no longer than four pages in length (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. Applicants should follow the guidelines of the 6th edition of the Publication Manual of the American Psychological Association (20019).

The Project Narrative should address the following topics in the order presented below:

- 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 and coherent synthesis of relevant literature (include important citations)
 - clear theoretical rationale concerning the research
 - relevance of the 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 (to whom the results will be reported)
- E. Reference List
 - List of citations included in Project Narrative

The Project Narrative will be evaluated based on how clearly, completely, and coherently the narrative addresses these guidelines.

BUDGET AND BUDGET JUSTIFICATION

Please complete the budget in 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—expendable item used to conduct the research

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

Communication—postage and copies (must use current postage rates)

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 Patton College of Education and Human Services.

SAMPLE BUDGET

Item	Requested	Other Sources	Total
Salary	\$720	\$0	\$720
Transcription Services—8 one-hour tapes @ 6 hours each @ \$15/hour			
Supplies	\$24	\$0	\$24
Cassette tapes—8 one-hour tapes @ \$3.00			
Travel	\$256	\$119	\$375
5 trips to Columbus to conduct interviews—150 miles @ \$.50/mile			
Communication	\$0	\$176	\$176
400 stamps @ \$.44/stamp			
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 data collected from human subjects, the letter of approval from the IRB must be submitted.
2. If the applicant is requesting funding over \$1,000, evidence that these funds will be used as a match for funds awarded from a source outside of The Patton College must be provided (e.g., the letter of award from the external funder)
3. A letter of recommendation from a faculty member in the applicant's department must accompany the proposal. Appropriate faculty includes the student's advisor or another faculty member who is aware of the research project. The letter should speak to the merits of the proposal and ability of the applicant to complete the research effectively. Specifically, the letter should indicate the faculty member's awareness of the proposal, the faculty member's willingness to support the applicant's research, and the significance of the research.

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

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				
Letter of recommendation included				
<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
NON-DISSERTATION RESEARCH ONLY
Graduate Study and Educational Research Fund**

Project Title:

Applicant Name:

PID#:

Department:

Degree & Program:

Advisor:

Phone:

Campus Address:

Email:

Permanent Address:

Requested Amount:

Signature: _____ Date: _____

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Please provide information below regarding external funding specifically related to this project if you are requesting funds exceeding \$1,000.

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

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

\*\*Please attach award letter in the appendix

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Please note:

A final report of the research must be presented. A letter indicating how you wish to report on your research must be submitted to the RC within one month of the completion of your research. You may present your research by (a) making a presentation at a Patton College Research Forum; (b) displaying a poster at the Ohio University Research Expo; (c) making a presentation at a state, regional, or national conference; or (d) writing and submitting a manuscript for a journal article or book chapter. The Chair of the RC will work with you to make sure you are able to report on the research in the way you have specified.

Office Use:

Requested Amount _____ Funded Amount _____

Award Date _____ Quarter/FY _____