



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

The R&GE Internal Grants Program

Graduate & Undergraduate Students

Fiscal Year 2024

Presentation by Alexandria Maddox and Melissa Burant



Student IGP awards are intended to accomplish the following:

- Provide students with an opportunity to gain experience with research methods.
- Introduce students to the grant-writing and peer-review processes.
- Stimulate faculty-graduate student collaborations and mentoring of students by CFAES faculty.
- To identify students who have potential for successful research careers.



Awards

**Graduate: \$5,000
maximum award**

(one grant every three
years)

**Undergraduate:
\$3,500 maximum
award**

(one grant total)

Deadline

Graduate:

December 13, 2023

Undergrad:

December 15, 2023

*Must be submitted by 5:00 p.m. on
deadline date. No exceptions!*

- Be enrolled throughout the duration of the project as a grad student in one of these colleges:
 - Food, Agricultural, and Environmental Sciences
 - Education & Human Ecology
 - Veterinary Medicine
- Be enrolled throughout the duration of the project as an undergraduate student in CFAES.
- Have a primary faculty advisor with a CFAES appointment
- Be in good academic standing
- Have at least nine months left in the program, and not plan to graduate prior to December 2024.
(graduate only)
- Have completed your first year of studies.
(undergraduate only)



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**READ THE
RFP
CAREFULLY!**



Proposal Requirements

A. Cover Page

B. Project Narrative

Introduction

Rationale and Significance

Approach

Research Design and Data Analysis
Project Management

C. References

D. Schedule of Activities –

Projects must begin after April 1

E. Location, Facilities and Equipment

F. Budget Form

G. Budget Narrative

H. Curriculum Vitae (*graduate*)

I. Current Funding

J. Letter of Support (*undergrad*)

K. Advising Report

L. Signed Information Form

Any additional documents, forms or appendixes not requested will be removed and will not be reviewed



What's Allowed in My Budget?

- Domestic travel to **one** conference to present your research
(all travel must abide by current University travel restrictions)
- Travel to a work or field site to conduct research
- Materials and supplies to conduct research
 - Chemicals, glassware, nets, software, seeds, potting soil, greenhouse and field supplies, etc.
- Undergraduate students can receive a maximum of \$3,000 for wages and fringe benefits and a maximum of \$500 of materials and supplies and travel.



What's NOT Allowed in My Budget?

- **Salary or fringe benefits for graduate students or paying another student**
- General office supplies
- Goods and services for personal use
- Entertainment (meals, shows, etc.)
- A new computer



Programs

Proposal Development

Frequently Used
Information

CFAES R&GE Internal
Funding Opportunities

Faculty Investigators

Graduate Student
Investigators

Undergraduate Student
Investigators

Internal Grants
Program Reporting

Graduate Student Application Template

IGP GRADUATE COMPETITION

Program Info Form

View Application

Objectives:

- Provide graduate students with an opportunity to gain experience with research methods in food, agriculture, environmental sciences, human ecology and related social sciences.
- Introduce graduate students to the grant-writing and peer-review processes.
- Stimulate faculty-graduate student collaborations and mentoring of graduate students by CFAES faculty.

To be eligible for this program, students must:

- Be enrolled throughout the duration of the project as a graduate student in one of the following colleges at Ohio State: CFAES, Education and Human Ecology or Veterinary Medicine.
- Have a primary faculty advisor with a CFAES appointment.
- Be in good academic standing, have at least nine months left in their program and not plan to graduate prior to December 2024.
- Students are eligible to receive only one grant every three years.

Proposals for Fiscal Year 2024 are due **Wednesday, December 13th, 2023**. All proposals are due by 5:00 p.m. EST on the deadline date. No exceptions.

View RFP

Submit an Application

go.osu.edu/cfaes-igp

You **must** use the appropriate application template for your proposal.

Visit the website above and select “Graduate / Undergraduate Student Investigators.”

Select “View Application” for the program you are applying for. A Word Document download will start.



Application Instructions for the CFAES IGP Graduate Competition

- Instructions are noted in blue font. Please delete all blue instruction font before submitting.
- Read and review all application instructions below and in the R&GE Internal Grants Program (IGP) Graduate Student Request for Proposals (RFP) before submitting your application.
- You must use this template to complete your proposal. This template is set up to match all required formatting guidelines set forth in the IGP Graduate Student RFP:
 - All proposals should be set to print on standard 8.5-inch by 11-inch paper. All margins must be at least 1-inch. Type size must be 12-point or larger with no more than six lines per inch, single-spaced. All pages of the proposal except for the cover page should be numbered at the bottom center of the page.
 - Margins and 12-point type size must be consistent throughout each required section of the proposal. This includes figure and table captions.
 - *Proposals not meeting the formatting guidelines or with missing and/or unaddressed sections will be dismissed from the competition without review.*
- Applications MUST be submitted as one PDF document. Once you have completed this application in Word, convert to a PDF to upload via the Grant Portal.
- Graduate projects are single investigator projects. Co-PIs and/or collaborators are not permitted.
- Please delete this page prior to submission.
- Please direct any application questions to Melissa Burant (burant.2@osu.edu)
- Good luck!



IGP GRADUATE COMPETITION

Program Info Form

View Application

Objectives:

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View RFP

Submit an Application



go.osu.edu/cfaes-igp

Visit the website above and select “Graduate/ Undergraduate Student Investigators.”

Then select “Submit an Application” at the bottom of the page.

This will take you to the new IGP Submission System.



Please review the **Graduate Student** Request for Proposals before submitting your application. Proposals submitted after 5:00 p.m. Eastern time on the due date will be rejected without review. It will take between 15-30 minutes to complete the proposal submission process.

Student Information:

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>

Student Department:

Advisor Name:

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>

Advisor Department:

Anticipated Graduation Date (month and year)



COLLEGE OF FOOD, AGRICULTURAL AND ENVIRONMENTAL SCIENCES
SHIBBOLETH - QUALTRICS AUTHENTICATION

Degree:

MS

PhD

Project title

Anticipated project dates (mm/dd/yyyy):

Start Date

End Date

Requested funding (please use integers only):



Please upload your proposal as one PDF file. Your proposal should include the following sections in this order:

- Cover Page (1 page maximum with Project Summary - 250 words maximum)
- Project Narrative (6 pages maximum including any tables, figures or images)
- References Cited (no page limit)
- Schedule of Activities (no page limit)
- Location, Facilities and Equipment (no page limit)
- Budget Form - (no page limit, see application template for required form)
- Budget Narrative (2 page limit)
- Curriculum Vitae (2 pages maximum, including publications.)
- Current Funding (no page limit)
- Advising Report (no page limit)

Please upload your proposal here:

Drop files or click here to upload

You have reached the end of the application. By clicking "Submit Proposal" your application will be submitted and you will **not** be able to go back and edit.

Proposals submitted after 5:00 p.m. Eastern time on the due date will be rejected without review.



GRAD: WEDNESDAY, DECEMBER 13th
UNDERGRAD: FRIDAY, DECEMBER 15th

- Submit online as single PDF
- Follow all formatting guidelines
- **5:00 pm. deadline on due date**

NO EXCEPTIONS!

- Request for Signatures
- Administrative Review
- Panel Review (two rounds for graduate competition)



Student Information Form

DUE THURSDAY, JANUARY 4th

- Due by 5:00 pm.
- **Must be signed by student and advisor.**
 - Make sure your faculty know to sign the form!
- You can view the progress in DocuSign
- Ensure it has been completed by the deadline

NO EXCEPTIONS!



THE OHIO STATE UNIVERSITY

Please DocuSign: FY23 Graduate Program Information Form.docx



DocuSign System <dse@docuSign.net>



Kayla Arnold sent you a document to review and sign.

REVIEW DOCUMENT

Kayla Arnold

arnold.1065@osu.edu


PRIVATE MESSAGE

Please complete the text boxes in the form, then sign it once completed.

Hello,

You are receiving this form because you have submitted a proposal to the CFAES Research and Graduate Education Internal Grants Program (IGP) - Graduate Competition. In order for your proposal to be complete, you will need to enter the appropriate information into the Grad Info Form, then sign within DocuSign. Once you sign, the form will be sent to your advisor and graduate studies chair for their signatures.

Please Review & Act on These Documents

 **Kayla Arnold**
The Ohio State University

PRIVATE MESSAGE: Please complete the text boxes in the form, then sign it once completed.

[View More](#)

Please review the documents below.

CONTINUE

OTHER ACTIONS ▾

Name of Student Applicant		Kayla Arnold
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CFAES

OFFICE FOR RESEARCH & GRADUATE EDUCATION

Graduate Competition Information Form
Research & Graduate Education Internal Grants Program

Complete the requested information and sign below on the appropriate signature line. This must be completed by January 4, 2024 at 5:00 p.m. or applicant risks disqualification.

Name of Student Applicant	Kayla Arnold
Degree (MS or PhD)	<input type="text"/>
Location	<input type="text"/>
Email	arnold.1065@osu.edu
Current Major	<input type="text"/>
Department	<input type="text"/>
Cumulative GPA	<input type="text"/>
Expected Graduation Date	<input type="text"/>
Advisor Name	Kayla Arnold
Advisor Department	<input type="text"/>
Advisor Email	arnold.1065@osu.edu
<div>Sign ↓</div> Student Signature	<div>Advisor Signature</div> <p><i>This signature certifies that the Advisor agrees to work with the above student and provide the facilities, equipment and any other resources outlined in the proposal.</i></p>



Complete the requested information and sign below on the appropriate signature line. This must be completed by January 4th, 2024 at 5:00 p.m. or applicant risks disqualification.

Name of Student Applicant

Kayla Arnold

Degree (MS or PhD)

MS

Location

106 Agricultural Administration, Columbus, OH

Email

arnold.1065@osu.edu

Current Major

Ecosystem Science

Department

School of Environment and Natural Resources

Cumulative GPA

3.5

Expected Graduation Date

May 2022

Advisor Name

Kayla Arnold

Advisor Department

School of Environment and Natural Resources

Advisor Email

arnold.1065@osu.edu

DocuSigned by:

Kayla Arnold

Student Signature





Advisor Signature

This signature certifies that the Advisor agrees to work with the above student and provide the facilities, equipment and any other resources outlined in the proposal.




**Please
complete your
portion and
sign as soon
as possible!**

OVERVIEW Last 6 Months

-  **Action Required** 1 >
-  **Waiting for Others** -- >
-  **Expiring Soon** -- >
-  **Completed** 4 >

Action Required Search Quick Views FILTERS

Filtered by: Date (Last 6 Months) | [Edit](#)

	Subject	Status	Last Change ▼	Folder	
<input type="checkbox"/>	 Please DocuSign: FY23 Gra... To: Kayla Arnold, Kayla Arnold +3 more	Need to Sign	11/2/2020 10:13:37 am	SentInbox	SIGN ▼



Completed: Please DocuSign: FY24 Graduate Program Information Form.docx



DocuSign System <dse@docusign.net>



Your document has been completed.

[VIEW COMPLETED DOCUMENT](#)

All signers completed Please DocuSign: FY24 Graduate Program Information Form.docx

If you have any challenges or questions about the DocuSign form, please contact Alex at Maddox.59@osu.edu



Graduate Review:

- The IGP Graduate Panel is made up of past graduate proposal recipients and other graduate representatives as needed. There are two rounds of proposal review.
- Round One: Proposals are ranked 1-10 on the criteria listed in the RFP. This review takes place online.
- Round Two: The top scored proposals will go on to the second round of proposal review. The IGP Graduate Panel will hold a meeting in early March to determine funding.



Appendix A: R&GE Internal Grant Program Graduate Review Criteria

Please rank each item (1-Poor, 5-Excellent)

- Does the proposal include preliminary supporting data where appropriate, specific objectives, methods and procedures to be used and detail the expected significance of the results?
- Does the description of the proposal's impacts and probable end products seem appropriate?
- Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale and does the plan incorporate a mechanism to assess success?
- Has the applicant demonstrated there is adequate resources to carry out the proposed activities?
- Do the project objectives provide for an alternative approach in the event of a project pitfall?
- Does the proposal detail how the results of the research will be disseminated upon completion of the project?
- Is the proposal informative, succinct and easy to understand?
- Do the budget costs seem reasonable to achieve the objectives of the proposal?
- Provide an overall score for this proposal.



Undergraduate Review:

Proposals that meet all eligibility guidelines will be reviewed by members of the IGP Competition Review Panel.

- Review the criteria listed on page 7 of the RFP as you write your proposal.
- Be sure your proposal is well-written, clear and easy to understand.



Post Award Requirements:

Graduate students who receive an award are required to:

- Serve on next year's IGP Graduate Panel.
- Complete Responsible Conduct of Research training (provided through The OSU Office of Research).
- File a final report.

Undergraduate students who receive an award are required to:

- Enroll in a Research with Distinction course (4999) through the department in which research is being conducted. The number of credit hours and course plan will be set by the faculty collaborator.
- Complete Responsible Conduct of Research training (provided through The OSU Office of Research).
- File a final report.



Why Proposals Might Not Be Funded:

- Poorly written, hard to understand, lacks organization
- Project does not fit within the objectives of the program
- No timeline for activities
- Overly ambitious
- No future plans for project results
- Lack of references
- Failure to follow the guidelines in the Request for Proposals (RFP) and application template.



Writing Support

- Make an appointment with the writing center!
Can “drop off” documents for 24-48 hour review,
or schedule an online live-chat appointment
- <https://cstw.osu.edu/our-programs/writing-center>

What can the Writing Center help me with?

During our sessions, consultants can work with you on anything from research papers to lab reports, from dissertations to résumés, from proposals to application materials. The OSU Writing Center’s consultants are trained to listen to you and to work with you to identify your writing style, a particular assignment’s or project’s expectations, and to give you specific advice or writing tools. You can expect us to be compassionate, understanding, and eagerly committed to figuring out how to talk about your writing in a way that works for you.



go.osu.edu/cfaes-igp

Alexandria Maddox

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Melissa Burant

Burant.2@osu.edu