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)
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
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:
  o 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.
  o Margins and 12-point type size must be consistent throughout each required section of the proposal. This includes figure and table captions.
  o *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

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.

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
Last Name
Email

**Student Department:**

Select

**Advisor Name:**

First Name
Last Name
Title
Email

**Advisor Department:**

Select

**Anticipated Graduation Date (month and year)**
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!
Please DocuSign: FY23 Graduate Program Information Form.docx

DocuSign System <dse@docusign.net>

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.
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)

Location

Email

arnold.1065@osu.edu

Current Major

Department

Cumulative GPA

Expected Graduation Date

Advisor Name

Advisor Department

Advisor Email

arnold.1065@osu.edu

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.
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.

<table>
<thead>
<tr>
<th>Name of Student Applicant</th>
<th>Kayla Arnold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree (MS or PhD)</td>
<td>MS</td>
</tr>
<tr>
<td>Location</td>
<td>106 Agricultural Administration, Columbus, OH</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:arnold.1065@osu.edu">arnold.1065@osu.edu</a></td>
</tr>
<tr>
<td>Current Major</td>
<td>Ecosystem Science</td>
</tr>
<tr>
<td>Department</td>
<td>School of Environment and Natural Resources</td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>3.5</td>
</tr>
<tr>
<td>Expected Graduation Date</td>
<td>May 2022</td>
</tr>
<tr>
<td>Advisor Name</td>
<td>Kayla Arnold</td>
</tr>
<tr>
<td>Advisor Department</td>
<td>School of Environment and Natural Resources</td>
</tr>
<tr>
<td>Advisor Email</td>
<td><a href="mailto:arnold.1065@osu.edu">arnold.1065@osu.edu</a></td>
</tr>
</tbody>
</table>

**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!
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](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
Maddox.59@osu.edu or cfaes-igp@osu.edu

Melissa Burant
Burant.2@osu.edu