Graduate Student IGP awards are intended to accomplish the following:

- 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.
Awards
$5,000 maximum award.

Students are eligible to receive only one grant every three years.

Deadline
December 16, 2020 by 5:00 p.m. (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

• 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 2021.
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
I. Current Funding
J. Advising Report
K. 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 due to COVID-19)

• 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.
What’s NOT Allowed in My Budget?

• Salary or fringe benefits for students (both graduate and undergraduate)

• 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 scroll to the bottom of the page.

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!
Visit the website above and select “Submit an Application” at the bottom of the page.

This will take you to the new IGP Submission System.
Please review the 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:

Advisor Name:
First Name
Last Name
Title
Email

Advisor Department:
Degree:

- MS
- PhD

Project title

Anticipated project dates (mm/dd/yyyy):

Start Date
End Date

Requested funding (please use integers only)
COLLEGE OF FOOD, AGRICULTURAL AND ENVIRONMENTAL SCIENCES 
SHIBBOLETH - QUALTRICS AUTHENTICATION

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 limits)
- Location, Facilities and Equipment (no page limits)
- 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 limits)
- Advising Report (no page limits)

Please upload your proposal here:

Drop files or click here to upload
Please include the name and contact information of your department Graduate Studies Chair below. Signatures from you, your Graduate Advisor and Graduate Studies Chair are **required** and will be requested via Docusign after your application is submitted to confirm your information, GPA and graduation date. This request will come via email no more than one week after December 14.

Department Graduate Studies Chair:

First Name

Last Name

Email

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.
WEDNESDAY, DECEMBER 16

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

NO EXCEPTIONS!

• Request for Signatures
• Administrative Review
• Round One Panel Review
• Round Two Panel Review and Meeting
Graduate Information Form

DUE WEDNESDAY, JANUARY 6

• Due by 5:00 pm.
• Must be signed by student, advisor, and graduate studies chair
  • 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: FY21 Graduate Program Information Form.docx

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

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

View More

Please review the documents below.

<table>
<thead>
<tr>
<th>Name of Student Applicant</th>
<th>Kayla Arnold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree (MS or PhD)</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></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>
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<tr>
<td>Department</td>
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<tr>
<td>Cumulative GPA</td>
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<tr>
<td>Expected Graduation Date</td>
<td></td>
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<tr>
<td>Advisor Name</td>
<td>Kayla Arnold</td>
</tr>
<tr>
<td>Advisor Department</td>
<td></td>
</tr>
<tr>
<td>Advisor Email</td>
<td><a href="mailto:arnold.1065@osu.edu">arnold.1065@osu.edu</a></td>
</tr>
</tbody>
</table>

**Sign**

**Student 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.

**Departmental Graduate Studies Chair Signature**

This signature certifies that the above student is in good standing with the graduate school.
Complete the requested information and sign below on the appropriate signature line. This must be completed by January 6, 2021 at 5:00 p.m. or applicant risks disqualification.

Name of Student Applicant: Keyla Arnold

Degree (MS or PhD): MS

Location: 108 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: Keyla Arnold

Advisor Department: School of Environment and Natural Resources

Advisor Email: arnold.1065@osu.edu

Advisor Signature: 

Student Signature: 

Departmental Graduate Studies Chair Signature: 

This signature certifies that the above student is in good standing with the graduate school.

cfaes.osu.edu

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES
Please complete your portion and sign as soon as possible!
If you have any challenges or questions about the DocuSign form, please contact Kayla Arnold.1065
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 1-5 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 at the end of February 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.
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.
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.
Writing Support

• Laura Miller can help with writing support (as available): (email: miller.9363@osu.edu)
  • Full appointments up to Thanksgiving (Nov 25)
  • 30-min final review appointments December 7-11

• Optional peer review! Peer review is only open to those who are working on an IGP proposal.
  • Sign up to participate by Monday, November 23.
  • Reviewers must agree to have a first draft prepared to send to their peer reviewer by Nov 30. Reviews will be done from December 1-6 and comments should be provided back to authors by December 7.

• Sign up: go.osu.edu/IGPGraduatePeerReview
• **Communicating Science** workshop: Tuesday, November 24, 11-12pm

It is incredibly important that scientists communicate their research in ways that the general public can understand. In this session, we will discuss tips on how to communicate your work to non-scientists. This session will be helpful for students submitting to the IGP Graduate Competition.
go.osu.edu/cfaes-igp

Melissa Burant
burant.2@osu.edu or cfaes-igp@osu.edu

Kayla Arnold
arnold.1065@osu.edu