Request for Submission of Graduate Research Proposals
Research & Graduate Education Internal Grants Program

This is an invitation to submit research proposals to the Research & Graduate Education Internal Grants Program (IGP) Graduate Competition for fiscal year 2024.

Graduate Competition Objectives
Graduate Student IGP Awards are intended to accomplish the following 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.

Graduate Competition Eligibility
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.

Deadline
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.**

Submission Process
All proposals are to be submitted online through the **CFAES-R&GE Internal Grants Submission Portal**.

The online submission process automatically closes at 5:00 p.m. EST on the deadline date. **Proposals submitted after 5:00 p.m.** EST **will not be accepted.** Portions of a proposal will not be accepted after the stated deadline. Faxed or emailed submissions are unacceptable and will be automatically disqualified.

Give yourself ample time to submit. You will need to login with your OSU name.# and password.

cfaes.osu.edu

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Upon entering the Grant Portal, the following will be requested:
- Primary Investigator Contact and Department Information
- Advisor Contact and Department Information
- Degree (MS or PhD)
- Project Title
- Anticipated Project Dates (Up to two years in length beginning April 1, 2024 or later)
- Requested Funding (Up to $5,000)
- Proposal Uploaded as *one* PDF file – **you must use the proposal application template linked below.**
- Graduate Studies Chair Contact Information

Proposal Format and Required Content

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.

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.

All proposal submissions **must** use the graduate application template. Please download the sample application at the following link:

- Graduate [Proposal Application Template](#)

The above application templates detail all section requirements and guidance. Application templates are an extension of the RFP.

The Writing Center at the OSU Center for the Study and Teaching of Writing is available for proposal proofing and editing. Please visit [this link](#) for more information.

Budget Guidance

Graduate students cannot charge their wages or fringe benefits to the Internal Grants Program, nor can they include salary or fringe benefits for undergraduate workers.

Allowable Expenses: Materials and supplies, domestic travel, publication costs, rental fees, and other expenses. Other expenses should be directly related to the project and clearly defined in the budget narrative.

Students can include budgeted travel to **one** conference only. *All travel must abide by current University policies and procedures.*

If you are receiving supplemental funds from your department or any other source for this project, indicate the amount and how those funds will be used.

Proposal Checklist (please see application template for more details):

	Item	Page Limit	Special Instructions
A	Cover Page	1	Cover page format included in application template. Includes a Project Summary, which must be 250 words or less.
B	Project Narrative	6	The following sections are **required** in the project narrative 1) an introduction, 2) a rationale and significance and 3) an approach including sections for a) Research Design and Data Analysis and b) Project Management.
C	References	n/a	Include only those articles, books, or reports cited within the proposal. References must be presented in an accepted journal format.
D	Schedule of Activities	n/a	Provide an outline of activities and an indication of the time it will take to complete each task.
E	Location, Facilities and Equipment	n/a	Explain where the research will be conducted and what equipment and facilities will be available to do the research. Include a letter of support from off-campus entities, if required.
F	Budget	n/a	See application template for required format.
G	Budget Narrative	2	Provide a detailed summary and justification of all expenses.
H	Curriculum Vitae	2	Provide a CV for each investigator. Page limits include publications. CVs are NOT requested nor required for Faculty Advisors.
I	Current Funding	n/a	Complete the Current Funding form in the application template by listing any other current research projects, scholarships or fellowships.
J	Advising Report	n/a	Print from **buckeyelink.osu.edu**. Can be an unofficial copy.
K	Information Form	n/a	Provide the name of your graduate advisor in the application portal. Signatures will be requested via Docusign after application is submitted.

*Portions of the project narrative that exceed the project narrative page limit and any additional documents, forms or appendixes not requested in the RFP will be removed and will not be reviewed.

Review, Awards and Post-Award Administration

Application Review Requirements and Evaluation Criteria
First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFP and the application template. **Ineligible, late or incomplete applications will not be reviewed.**

Next, each proposal will be reviewed by multiple members of the Graduate Review Panel. Members of the panel include past graduate award recipients and other graduate student representatives. Reviewers will provide a numerical score on a scale of 1-10 in several categories as well as an overall score. They will also list strengths and weaknesses of the proposal. Once these scores are calculated, deductions may be made if there are problems with formatting, page/word limits, or missing sections. These scores do not necessarily determine funding but will be used as part of the review process. The Graduate Panel meets in early March to review and rank proposals and make funding recommendations.

Please see **Appendix A: R&GE Internal Grants Program Graduate Review Criteria** for more information. Reviews and a "panel summary" document will be sent to the applicant after the panel concludes its work. Reviewers remain anonymous. The panel summary is written by a panel member reflecting the panel consensus. It details the salient points of the panel's assessment of the strengths and weaknesses of the proposal. The panel summary also has a section with synthesis comments, describing areas, and potentially providing suggestions, for improvement. During the panel meeting, panelists examine the initial rankings of the proposals and re-rank proposals, as needed, to ensure that they accurately categorize and rank the order the proposals. The review panel will make recommendations for funding to the Associate Dean for Research and Graduate Education.

Because of the interdisciplinary nature of the Graduate Review Panel, it is unlikely that any single panel member is an expert in the field of any given proposal. It is the responsibility of the investigator to write the proposal so that it is understandable even if the research is outside the panel's areas of expertise; therefore, **it is highly recommended that the author limit the use of jargon and acronyms**.

Grant Awards
Within the limits of available funds, awards will be made to applicants whose proposals are judged most meritorious under the evaluation criteria and procedures defined by the IGP. The CFAES Finance Office will provide an account to your departmental cost center manager. All expenses are to be approved by your faculty advisor and processed through the department cost center manager. Faculty advisors are responsible for any expenditures that exceed the award amount. Successful applicants are expected to participate in future review processes.

It is the investigator's responsibility to comply with all existing Ohio State policies and guidelines regarding the use of human subjects, animal welfare, conflicts of interest, hazardous materials, etc. Prior to the grant award being issued, the PI must ensure that the annual electronic Conflict of Interest Form and the Responsible Research of Conduct Training has been completed.

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Post-Award Administration
The IGP Coordinator has the right to adjust proposed budgets and will provide a final, approved budget with the award notice. Grantees will be required to ensure that all funds are expended according to the approved overall budget, but with flexibility within budget categories. Authorization to make changes in approved project plans, budgets or periods of support can be granted only by the IGP Coordinator.

For projects spanning two years, an annual report of progress is required and is due one year following the initiation of the grant project. **A final project report is due 30 days after the end date of the project. A 90-day period to bring accounts to a zero balance is allowed.** Accounts with remaining funds after the 90-day closeout will be reviewed and funds will be returned and reinvested in the Internal Grants Program.

Reminders along with instructions as to when reports are due will be sent to investigators. Reports are to be filed online at **IGPReporting.cfaes.osu.edu**. Because of the nature of the competitive grants programs and peer-reviewed publications, the IGP Coordinator may contact investigators periodically to inquire about additional funding or publications that may have resulted from the initial study.

The submission of reports on a timely basis is absolutely critical to our accountability process and directly impacts our capacity to receive future funding for this program. **Any investigator with an outstanding annual or final report will be automatically disqualified from all competitions and further funding until reporting obligations are met.** Departments of investigators will be held responsible for any expenditure beyond the approved budget. The best policy is to keep track of funding and not overspend.

IGP accounts are subject to review to ensure that appropriate, approved budgeted costs are applied to the project. The PI and Department will be responsible for any unauthorized costs.

Compliance
You are responsible for ensuring the research project complies with all university policies and guidelines on human subjects, animal welfare, conflict of interest, and hazardous materials. If relevant, supply the IGP with copies of IRB, IACUC, IBC or other regulated research approval.

Acknowledgments
All publications and posters resulting from work done using IGP funding are required to include the following acknowledgment: "Research support provided by state and federal funds appropriated to The Ohio State University, College of Food, Agricultural, and Environmental Sciences."

Questions and Contact Information

All questions relating to IGP funding opportunities should be referred to:

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

<u>*Please rank each item (1-Poor, 5-Excellent)*</u>

- 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 and justification of the impacts of the work 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.

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Please provide your feedback on strengths, weaknesses, recommended improvements, and other comments in the boxes below:

Strengths

Weaknesses

Recommended Improvements

Other Feedback/Comments