**Application Instructions for the CFAES   
IGP Undergraduate 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) Undergraduate 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 Undergraduate 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.
* Undergraduate 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](mailto:burant.2@osu.edu))
* Good luck!

**Cover Page  
\*\*Use this format for the cover page and keep this information to one page in length.**

**Title of Project:**

**Anticipated Grant Period (Dates):** *Project should be no more than two years. Project start date should be April 1, 2023 or later.*

**Amount Requested from CFAES:** *Request can be up to $3,500***Student Graduation Date:** *Project period should not extend beyond graduation date.*

**Project Summary:**

*Brief lay summary consisting of* ***250 words or less*** *to explain the purpose, relevance and expected outcome of proposed study. The summary should highlight the potential impact or benefits of the research and be written to be* ***understood by an average reader.***

*Provide your contact information under the Student Lead Investigator section and provide the contact information for the faculty advisor who will oversee this research project. List only* ***one*** *advisor. Advisor must be a full-time, tenure track faculty member in CFAES.*

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| --- | --- |
|  | **Student Lead Investigator** |
| **Name** |  |
| **Department** |  |
| **Location** |  |
| **Email** |  |
|  | |
|  | **Faculty Research Advisor** |
| **Name** |  |
| **Department** |  |
| **Location** |  |
| **Title** |  |
| **Email** |  |

**Project Narrative**

***Project Narrative should be no more than 4 pages including any tables/figures*.**

Include the following sections in each Project Narrative: Introduction; Rationale and Significance; and Approach with a. Research Design and Data Analysis and b. Project Management. The blue text below offers prompts and additional guidance for each section.

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](https://cstw.osu.edu/our-programs/writing-center) for more information.

Include in each Project Narrative:

1. **Introduction**
   1. Include a clear statement of the long-term goal(s) and supporting objectives of the proposed project.
   2. Summarize the body of knowledge or past activities that substantiate the need for the proposed project.
2. **Rationale and Significance**
   1. Concisely present the rationale behind the proposed research. What is the *impact* of this work?
   2. Include preliminary data/information pertinent to the proposed project. Be sure to reference all works cited throughout.
   3. State the agricultural, food, environmental or societal issues — such as production efficiency, economic viability, social impacts and/or environmental quality — addressed by the research.
   4. Describe the study’s probable end products and their significance.
   5. Describe any innovative features or unique combinations of expertise of the investigators involved in the proposed project.
3. **Approach -** Plainly state the activities proposed or problems being addressed, and clearly describe the approaches applied. This section should be composed of the following parts:
   1. **Research Design and Data Analysis**
      1. Activities proposed and the methods that will be used — including the feasibility of the methods — in carrying out the proposed project. Clearly state the planned methods for processing and/or analyzing collected data to address the research questions, research objectives and hypotheses.
      2. Explain and justify intended procedures for data analysis/interpretation. Specify measurable outcomes or data collection.
      3. Identify any potential pitfalls that may be encountered.
   2. **Project Management**
      1. Key Personnel: Roles and responsibilities of each person named as an investigator or key person, including the amount of time each investigator or key person will be contributing to the project.
      2. Means of applying results, for example presenting at a research forum or a professional conference, applying for extramural funding, etc.

**References**

***No page limits.***

In this section, reference all works cited throughout the text. All references must be complete (i.e., must include titles and all co-author names) and must conform to an acceptable journal format. There is no page limit to the references section.

**Schedule of Activities**

***No page limits.***

In this section, provide a timeline for attainment of objectives and for production of deliverables, including annual milestones. Indicate how long it will take to complete each task.

Undergraduate projects should begin after **April 1** and must be completed within two years.

**Location, Facilities and Equipment**

***No page limits.***

Explain where the research will be conducted and what equipment and facilities will be available to do the research. Projects not completed on the Wooster, Columbus or Piketon campuses must be constructed under the guidance of a CFAES faculty advisor. If the project is to be conducted somewhere other than on university property, if parts of the project will be performed in a lab other than that of your faculty advisor or if you will be visiting another institution to learn a special technique, then a letter from the property owner or person in charge of where the work/training will be conducted must be included. If applicable, include the signed PDF letter after this page.

**Budget Form**

Complete the form below with the project budget request**.** Faculty advisors may not receive direct funding.

Undergraduate students can receive a maximum of $3,000 for wages and applicable fringe benefits and a maximum of $500 for materials and supplies and travel.

This budget should also indicate materials, supplies and domestic travel required to complete the research. Use separate columns for each year of the project.

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

If your department is providing supplemental funds, indicate the amount and how those funds will be used.

Check with your advisor and/or department fiscal officer for your cost center information.

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| --- | --- | --- | --- |
| **Investigator Name:** | | | |
| **Department:** | | | |
| **Advisor Name and Department:** | | | |
| **Department Cost Center:** | | | |
|  | **Year 1  Funding Request** | **Year 2 Funding Request** | **Supplemental Funds from Department** |
| A. Salaries & Wages for Undergraduate Student |  |  |  |
| B. Fringe Benefits (11.2%) |  |  |  |
| C. Travel |  |  |  |
| D. Materials & Supplies |  |  |  |
| **Total Requested (A through D)** |  |  |  |
| **Maximum Requests: $3,500** | | | |

**Budget Narrative**

***2-page limit.***

Provide a detailed summary itemizing your expenditures and detailing their purpose within the project. The more detail provided, the easier it will be for reviewers to evaluate. Your budget sheet and budget justification should add up to the same amount.

**Current Funding**

***No page limits.***

Complete the form below listing any other research projects you are working on, in addition to the faculty investigator for each project. If you are not working on any current research projects, please delete this page. This section may also include scholarships or fellowships.

Add rows as needed by placing your cursor on the left side of any line and clicking the “**+**” button.

|  |
| --- |
| **Name:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FACULTY PI NAME** | **SUPPORTING AGENCY** | **TOTAL $ AMOUNT** | **EFFECTIVE AND EXPIRATION DATES** | **YOUR PROJECT ROLE** | **TITLE OF PROJECT** |
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**Letter of Support**

***No page limits.***

Include a PDF of a signed letter of support from your faculty research advisor on the project. Your advisor can also email this directly to [burant.2@osu.edu](mailto:burant.2@osu.edu). Be sure that the letter is emailed prior to the proposal deadline, or you will risk disqualification.

In the letter, your faculty research advisor should confirm their approval of your research project, describe how your particular knowledge, skills and interest qualify you to complete this project, and how they plan to support you and your project through mentoring, lab space, etc.

**The letter must also include the following statement**: “This signed letter of support certifies that the majority of the effort writing and preparing this proposal was done by [student name].”

**Advising Report**

***No page limits.***

Include a copy of your Advising Report from **buckeyelink.osu.edu**. This can be an unofficial copy. Include here as a PDF.