

**THE PROVOST'S UNDERGRADUATE RESEARCH FUND  
OHIO UNIVERSITY  
GUIDELINES  
2007-2008**

The Provost's Undergraduate Research Fund provides awards to support research by undergraduate students enrolled full-time in an Athens campus college. The Assistant Dean of the Honors Tutorial College administers the fund. As defined by this program, "research" includes scientific studies as well as scholarly work and creative projects. A full-time faculty member must supervise students applying for these funds. **PLEASE NOTE:** Students who have previously received awards from this fund are not eligible to receive additional funding **for the same project.** However, they may apply for funding if they are undertaking a new research project, creative project or scholarly work.

**Application**

The Application Form follows these guidelines. To apply, the student must prepare and submit the original application plus twelve copies. **Forms completed by faculty members will not be accepted.** Forms must be completed using a word processor or typewriter. **Handwritten forms will not be accepted.** The faculty advisor and department chair must sign the application form. In addition, the faculty advisor must sign the form entitled "Faculty Advisor Responsibilities."

**Types of Awards**

The minimum award provided by this program is \$100 and the maximum is \$1500. Funding is provided to cover the expenses of items that are necessary in order for the research to be conducted. This includes supplies, materials and travel. Funding is available for travel that is necessary in order to conduct the research as well as for traveling to conferences to present research findings or creative work. **Please note: if funding is requested for the purchase of expensive equipment, such as computers, printers, cameras, etc., such equipment, if funded, will remain in the academic department. It will not become the personal property of the student. If funding is requested for tuition to another institution, please explain why the project cannot be completed unless the student attends another school.** All requests for funding must be justified in terms of their contribution to the research and the lack of available funds from other sources.

***NOTE: All recipients of this award are required to share their research or creative project with the university community at the annual Ohio University Research and Creative Activity Fair held in May.***

**Award Restrictions**

Award monies must be spent prior to the expected date of graduation indicated on the application form. Any expenses incurred after that date are the financial responsibility of the student and may be added by the bursar to the student's university account. Students receiving the award must use it as described on their application form. Prior permission from the fund administrator is required if the student wishes to use the award for items

not listed. Students are advised to contact the Assistant Dean of the Honors Tutorial College, Jan Hodson ([hodsonj@ohio.edu](mailto:hodsonj@ohio.edu)) for permission.

### **Status Reports**

All students who receive funding from this program are required to file a one-page, end-of-year Status Report by June, 2007, indicating the current status of the project. This report is to be emailed to Sheila Schultz ([schultzs@ohio.edu](mailto:schultzs@ohio.edu)) or a hard copy mailed to Sheila Schultz, 312 Cutler Hall, Ohio University, Athens, OH 45701. When the project is completed, the student must submit a "Project Completion Report" as described below.

### **Project Completion Report**

Students must complete projects and spend all money awarded prior to the expected graduation date indicated on the application form. No award funds will be provided after that date. It is understood that some projects may take longer than one year to complete. The award money may carry over to the following year, provided the student is still an undergraduate. When the project is completed, students funded by this program must file a two-page Project Completion Report describing the outcome of their research, the contribution this research made to their education, and the importance of having received funding from The Provost's Undergraduate Research Fund. The faculty advisor must sign this report. A signed hard copy of this report must be mailed to Sheila Schultz, 312 Cutler Hall, Ohio University, Athens, OH 45701.

### **Faculty Responsibility**

Faculty advisors are urged to read about their responsibilities which are outlined below in a separate document. It is understood that a student may confer with his/her faculty advisor when planning the proposed research, however, under no circumstances are faculty members to complete the application form for the student. Faculty are expected to work closely with the student on the research project to ensure that the student completes the project in a timely manner, and to notify the Assistant Dean of the Honors Tutorial College should there be any difficulty in completing the project and/or filing the required reports. Should a faculty member wish to support more than one student applying for funding, a justification for such multiple applications must be provided by the faculty member and attached to each student's application.

**APPLICATION DEADLINE: SEPTEMBER 21, 2007, NO LATER THAN 5:00 P.M.**

**SUBMIT ORIGINAL PLUS 12 COPIES TO: ASSISTANT DEAN, HONORS TUTORIAL COLLEGE, 35 PARK PLACE.**

**ANNOUNCEMENT OF AWARD: OCTOBER 22, 2007.**

**ADDITIONAL APPLICATION FORMS ARE AVAILABLE AT 35 PARK PLACE, OR ON LINE: [www.ohio.edu/honors](http://www.ohio.edu/honors)**

**APPLICATION FORM  
THE PROVOST'S UNDERGRADUATE RESEARCH FUND**

**\*\*PLEASE NOTE: This form must be typed or completed on a word processor. Handwritten forms will not be accepted. Add additional pages if necessary. Undergraduate students must complete forms. Forms completed by faculty will not be accepted. To avoid any question, students are asked to write the application in first person format.**

**Students must submit the original form plus 12 copies to: Asst. Dean, Honors Tutorial College, 35 Park Place no later than 5:00 p.m. September 21, 2007.**

Student's Name: \_\_\_\_\_

**OAK** Email address: \_\_\_\_\_ Athens phone: \_\_\_\_\_

Athens address: \_\_\_\_\_

Class rank: (circle one) Freshman      Sophomore      Junior      Senior

College: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

PID# (from student ID card): \_\_\_\_\_ Soc. Sec.# \_\_\_\_\_  
(required to provide reimbursements)

Expected date of graduation from Ohio University: \_\_\_\_\_

Faculty Advisor's Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Dept. or School: \_\_\_\_\_

Faculty Office Address: \_\_\_\_\_ Faculty's Office Phone: \_\_\_\_\_

We the undersigned have read the Guidelines for this fund and understand the responsibilities we undertake should funding be received. We will comply with the requirements to submit project status and completion reports. We certify that the application has been written and completed by the student.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total amount of money requested in this application: \$ \_\_\_\_\_

(Application Form, Page 2)

**Title of Proposed Research or Creative Project:**

**Description of the Proposed Research or Creative Project:**

(Avoid jargon or terms unique to the discipline. If you must use such terms, please define them so all committee members can understand your proposal.)

**Description of the End Goal, Specific Aim or Hypothesis of the Proposed Research or Creative Project:**

**How Will the Student's Research Contribute to this Academic Discipline?**

**Description of the Methodology Student Will Use to Accomplish the End Goal or Specific Aim of the Proposed Research or Creative Project:**

**How Will This Project Contribute to the Student's Education?**

(Application Form, page 3)

**Requested Funding**

(Itemize each amount needed for each specific purpose. **Be specific!**)

Amount:

Purpose:

Have you requested funds for this project from your department or college? \_\_\_\_\_  
Are you receiving funding for this project from your college, school, department or any other source? \_\_yes \_\_no  
If yes, amount you will receive: \_\_\_\_\_

Total Amount Requested in this Proposal: \$ \_\_\_\_\_

**Explanation of Why Each Element of Funding Requested is Necessary to Conduct this Research:**

(If money is requested for travel to present research results, indicate the name and date of the conference and provide specific travel plans.)

**Expected Timetable for Research:(e.g., when it will start, how long it will take, when it will be completed)**

# **PROVOST'S UNDERGRADUATE RESEARCH FUND (PURF)**

## **FACULTY ADVISOR'S RESPONSIBILITIES**

One of the purposes of the Provost's Undergraduate Research Fund is to help students learn the importance of financial responsibility with respect to research grants. If your student is successful in receiving a PURF award you will be asked to do the following as a faculty advisor:

- Oversee each expenditure made by your student to ensure that purchases are made in accordance with the student's application and OU policies and procedures.
- Oversee each expenditure made by your student to ensure that purchases are made in accordance with the student's application.
- Monitor and assist the student throughout their project.
- Sign the "Project Completion Report" to be submitted when the project is completed.

Please sign below to indicate your willingness to serve as this student's PURF advisor given the above criteria. Thank you for your assistance.

Faculty Advisor's Name: (please print) \_\_\_\_\_

Faculty Advisor's Signature: \_\_\_\_\_

Faculty Advisor's Email address: \_\_\_\_\_

Student's Name: \_\_\_\_\_