

General Information

Alumni Grants for Graduate Research and Scholarship Graduate School

Address: Graduate School, Attn: Ms. Karen Mayer
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Summary

The Graduate School's Alumni Grants for Graduate Research and Scholarship (AGGRS) Program provides up to \$2,000 to support the research and scholarship of doctoral or MFA candidates in a terminal degree program for their dissertations or theses. Awards are made twice each year.

Eligibility

All doctoral or MFA candidates in a terminal degree program, without financial support for the aspect of the project for which they are requesting funding, are eligible to apply. Funding must be for work that is essential to the dissertation or thesis. Students receiving stipends from associateship, fellowship, or traineeship appointments may apply for AGGRS funding. Previous awardees may not apply for a second award.

Application Packet Requirements (compiled in the order indicated below)

1. A completed AGGRS application.
2. Description of Proposed Project. In five or fewer double-spaced pages, including relevant data, references and/or bibliography, provide a description of your project that includes the following five sections:
 1. Hypotheses and/or objectives
 2. Significance to the field
 3. Methodology and rationale for that methodology
 4. Expected outcomes
 5. Timetable for project and explanation for how this timetable fits into your timetable for graduation
3. One letter from the advisor. (**Please note that each application packet must contain a copy of the advisor's letter.**) This letter should describe the following:
 - Significance of the student's project
 - Relevance of the project to the field of study
 - The student's unique/original contribution to the project
 - Evaluation of the student's plan of work and timetable
 - Explanation of why funding is needed

4. A two-page (maximum) curriculum vitae, indicating post-high school educational background (degrees received, professional employment, types of financial support received, publications, presentations, juried exhibits or performances, awards received, membership in honor societies and professional organizations)
5. A copy of applicant's advising report
6. The original and three copies of the complete application packet must be received in the Graduate School by the deadline: **Friday, April 10, 2009, 5 p.m.**

Institutional Review Boards

All projects involving human subjects and/or laboratory animals must be approved by the appropriate Institutional Review Board before graduate student's research begins. The protocol number and date of review for the use of human or laboratory animals are normally required at the time of application. *If the review is pending, you may indicate such on your application, but you must provide the protocol numbers before you can receive funds.*

- Human Subjects: Research with human subjects must be reviewed and approved or exempted by the Human Subjects Committee of the Institutional Review Board. The Ohio State University Guidelines for human research subjects can be obtained by calling 292-6950 (for projects in social and behavioral sciences) or 292-9046 (for projects in medical and biological sciences). For more information, see the Office of Responsible Research Practices web site at <http://orrrp.osu.edu/>.
- Laboratory Animals: Applicants must comply with applicable regulations and undergo review by the Institutional Laboratory Animal Care and Use Committee. Guidelines can be obtained by calling 292-4494. For more information, see the Office of Responsible Research Practices web site at <http://orrrp.osu.edu/>.

Budget

The budget request should be \$2,000 or less and should be for materials that are not generally available from the student's graduate program. The student's graduate program must ensure that all expenditures of AGGRS funds comply with Ohio State spending guidelines as well as those established by the Graduate School for the Autumn 2008 AGGRS competition. Any requested items that are not allowed will be deleted and the budget will be reduced by that amount.

The student assumes the risk in making any expenditure prior to notification of an award. If the proposal is not funded, expenses incurred will not be reimbursed. The student's department may reimburse only those expenses that have been approved by the Award Committee and the Graduate School. Expenses incurred before the notices of award may be reimbursed if:

1. Expenses are incurred after passing the candidacy examination
2. Expenditures are listed in a budget approved by the AGGRS Award Committee
3. Original, dated receipts are provided

Allowable budget request items:

- Essential materials and supplies
- Photocopies of required materials (e.g., surveys, forms, etc.)
- Travel to another state or country. All travel must be necessary for collection of data for research. Support for travel within the state of Ohio must be relevant to research and will be assessed on a case-by-case basis. Travel within Franklin County will not be reimbursed.
- Minor equipment (less than \$500) essential to research. Equipment and non-disposable materials obtained with these funds will remain the property of the university. When no longer needed, these materials should be released to the student's program for use by others.
- Payments to human subjects, if justified
- Payments for services essential to the successful conduct of research. Such budget items *must be justified by the applicant* and will be reviewed by the selection committee. Appropriate items may include foreign language transcription, statistical analysis assistance, or technical assistance.

Prohibited budget request items:

- Travel to meetings, conferences, symposia, etc.
- Repair and maintenance of equipment
- Cost sharing of equipment
- Direct financial support of applicant
- Clerical and research assistants
- Paid consultants
- Computer software and hardware
- Cameras and camcorders
- Local telephone costs
- Routine office materials and general supplies
- Standard lab materials, chemicals, and glassware

Review Process

The Graduate School Awards Committee, which is comprised of graduate faculty from across the disciplines, reviews the AGGRS applications. This committee makes award recommendations to the Dean of the Graduate School for final decisions. Awards are based on merit, according to the following criteria: (1) quality of the project; (2) qualifications of the applicant; (3) the evaluation of the candidate and the project by the advisor; and (4) budget and need. Need is defined as having no other possible source for the funding requested, and that the work is required for the completion of the dissertation or thesis. Award winners will be notified by letter approximately six weeks after the application deadline.

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