

OHIO UNIVERSITY - LANCASTER
Research and Curriculum Development Grant Committee

Research Proposal Guidelines

I.
Purpose and Intent

It is the intended purpose of the committee to fund educators. The qualifications of an educator are essentially two-fold. The educator should have:

- A. an ability to teach;
- B. knowledge of the discipline in which she/he teaches.

The purpose of the Research Grant is to enable faculty members to undertake any active form of research or creative scholarly endeavor intended to improve themselves with respect to one, or both, of the above qualifications. For the purpose of evaluating proposals the following stipulations and conditions must be met in a formal application to the committee. Examples of acceptable proposals are available to assist you in the development of your proposal. In addition, the applicant may meet with the whole committee or any of its individual members to discuss the development of a proposal.

II.
Information and General Criteria

- A. In order to be eligible an applicant must have a full-time contract with Ohio University - Lancaster, with teaching responsibilities as her/his primary assignment.
- B. Normally the deadlines for submitting proposals will be the beginning of the 8th week of each quarter. The applicant will submit an electronic and a hard copy of the proposal to the committee chair. Expenditures covered by grant monies must be fully spent by May 31st. Proposals for projects that will begin before the following academic year but after May 31st, should be requested during Spring Quarter.
- C. The committee suggests that the amount of funds requested not exceed \$750.00. However, proposals in excess of that amount may be reviewed and additional funds awarded based upon the individual merits and specific needs of the proposed activity. Pending the availability of funds, the chair may award small discretionary grants, up to \$100, without a formal proposal or consultation with the committee. However, the applicant must provide a brief explanation of the requests for the committee's record.
- D. The applicant must submit a brief summary to the Chair of the Research and Curriculum Development Committee at the conclusion of the research activity. Additionally, in cases where the result of the activity terminates in the publication of a book or journal article, the applicant will provide a copy of the book or journal article to the Ohio University-Lancaster library.
- E. All applicants will be notified of the committee's decision, in writing, or by e-mail within 1- 3 weeks after proposal deadlines.

III.

Research Grant Proposal Requirements

The committee requests that the proposal follow the format as outlined below providing information for each item that is relevant to the individual project.

- A. Abstract: A brief (100 words or less) summary of the goals of the research or activity, the methods to be employed, and the expected outcome.
- B. Body of the Proposal:
 - 1. Justification and/or History:
This section should answer "Why is this research necessary and/or desirable?" Please indicate previous explorations, if any, relating to the subject of the proposal conducted by the applicant.
 - 2. Method: How is the project going to be conducted? What procedures are going to be used?
 - 3. Expected Results and Discussion.
- C. Proposed Budget: a list that itemizes the total cost of the research activity. The applicant must note those specific areas or needs for which these grant funds are being requested, including a justification for those specific expenses. Sources of other funds, if any, should be included.
- D. Time Frame: A statement indicating the date the applicant intends to begin the activity and the expected completion date.
- E. Be sure to date the proposal.

IV.

Restrictions and Conditions

- A. The proposed activity must be demonstrated to be such that it will not interfere with regular teaching duties of the applicant.
- B. The grant funds will not support the direct efforts of individuals to advance their personal degree status.
- C. The grant funds will not support any travel expenses, workshops, or conventions except to the extent that they are a contributing part of the approved research activity. Attendance at a workshop or convention will not, by itself, satisfy the stated purpose and intent of the grant.
- D. Grant funds are not to pay the applicant what may be considered a salary, nor may they be used to enable the applicant to earn a salary. In addition, grant funds cannot be used to pay a salary to any person associated with the research activity.
- E. The proposal may not include an activity that suggests that the goal of the project or the terminal product be for direct personal financial gain.
- F. Any result of the research activity that is displayed publicly in any form must acknowledge the support of Ohio University-Lancaster.
- G. Any research proposal requiring human subjects must provide evidence of proper clearance.
- H. Proposed software purchases must be reviewed by the OU-L Director of Computer Services.
- I. No proposal can violate university policies and may be reviewed by the Dean to verify compliance.

Curriculum Development Proposal Guidelines

I. Purpose and Intent

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- A. an ability to teach;
- B. knowledge of the discipline in which she/he teaches.

The purpose of the Curriculum Development Grant is to enable faculty members to change existing courses, develop courses listed in the catalogue but not previously taught at OU-L, or create new or innovative courses for credit or non-credit. Curriculum development funds can be used for the following categories:

1. Books and instructional materials for new or current programs where library resources are inadequate. Purchase of these materials must be reviewed by the OU-L Library Director.
2. Supplies which normally cannot be obtained through existing supply budgets.
3. Training of Instructor - in such cases when the necessity of such training and its clear benefit to an OU-L program and its students can be demonstrated. For example, the faculty member needs to indicate expected changes in content or approach in an existing course or program. Normally the university does not permit payment for tuition, except in the case of special training workshops. Additionally, because travel to professional meetings is covered normally by other funding, requests for such travel will be of lower priority. Finally, the faculty member must indicate to the committee how the requested training differs from normal professional growth.
4. Assistants or temporary help needed to get a project underway. For example, the faculty member may require initial assistance, with clerical work or setting up equipment.
5. Equipment required for the replacement of lost, obsolete, or worn equipment. This category might also include supplementing existing equipment with new equipment. While such requests will be considered, given the high price of most equipment and the greater opportunities for purchasing equipment with other funds, curriculum development funds normally will be used to support requests for activities rather than equipment.

For the purpose of evaluating proposals the following stipulations and conditions must be met in a formal application to the committee. Examples of acceptable proposals are available to assist you in the development of your proposal. In addition, the applicant may meet with the whole committee or any of its individual members to discuss the development of a proposal.

II. Criteria

1. The proposal should demonstrate a direct, clear, and immediate benefit to OU-L students via an improved curriculum. Institutional needs will be of primary importance in judging proposals.
2. The proposal must be properly curriculum development, not research or professional growth.
3. Requests for books, supplies, equipment, or assistance should represent extraordinary expenses that cannot be funded from the regular budget. That is, the proposal would not normally belong under other funding categories
4. Proposed software purchases must be reviewed by the OU-L Director of Computer Services.
5. The proposal must abide by university policies, and may be reviewed by the Dean to verify compliance.
6. Grant funds cannot be used for salary for the applicant.

III.

Procedures-Proposals

- A. The applicant must show that the proposed project meets the stated purpose and intent of the grant.
- B. The recommended amount for funding per proposal is \$750. However, proposals requesting \$1000 - \$1200 are common and readily acceptable for consideration in special cases. If any proposed project will require more than \$1200 please indicate to the committee sources for the additional funding. Proposals supporting multi-disciplinary projects serving more than one faculty member, requiring funds in excess of the typical grant, will be given special consideration. Each proposal should itemize the total cost of the project and justify the specific expenses.
- C. Pending the availability of funds, the chair may award small discretionary grants up to \$100 without a formal proposal or consultation with committee.
- D. One electronic and hard copy of the proposal should be submitted to the Research and Curriculum Development Grant Committee Chair.
- E. The proposal should contain a brief summary of the project (approximately 100 words), a justification, an explanation about materials, equipment, travel, etc., an explanation of the expected results, and an itemized budget.
- F. The deadlines for submitting proposals will be the beginning of the 8th week of each quarter. The applicant will submit an electronic and a hard copy of the proposal to the committee chair. Expenditures covered by grant monies must be fully spent by May 31st. Proposals for the projects to begin before the following academic year but after May 31st, should be requested during Spring Quarter.
- G. Be sure to date the proposal.