

Alumni Grants for Graduate Research and Scholarship

DEADLINE FOR AUTUMN 2015 APPLICATIONS

MONDAY, MARCH 14, 5 P.M.

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 terminal master's degree candidates for their dissertations or theses. Awards are made twice each year.

Eligibility

All post-candidacy doctoral or terminal master's degree candidates who do not have financial support for the aspect of the project for which they are requesting funding are eligible to apply. Terminal degree is defined as the highest degree available in a particular field. For example, a PhD in English or a Master of Landscape Architecture or a Master of Fine Arts in Theatre.

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.

Review Process

The Graduate School Awards Committee is comprised of graduate faculty from across the disciplines. After reviewing AGGRS applications, the 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 source of funding for work that is required for completion of a dissertation or thesis.

Timeline

Submitted applications will be reviewed for completeness, and distributed to the committee for review. Final decisions will be delivered by email approximately six weeks after the application deadline.

Budget

The budget request should be \$2,000 or less. The student's graduate program must ensure that all use of AGGRS funds comply with Ohio State spending guidelines as well as those established by the Graduate School for the AGGRS competition. Any requested items that are not allowed will be deleted, and the award 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 not available from student's graduate program
- Photocopies of required materials (e.g., of 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.



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- Equipment essential to the research. If equipment is requested, the student must provide a written justification from the department fiscal officer indicating why the requested equipment is not available through the department and cannot be purchased by the department. Equipment and non-disposable materials obtained with AGGRS funds are university property and must be retained by the department after use by the AGGRS award recipient.
- 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
- Direct financial support of applicant
- Local telephone costs
- Routine office materials and general supplies
- Standard lab materials, chemicals, and glassware

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. For more information, see the Office of Responsible Research Practices, orrr.osu.edu/.

Application Packet Requirements

Applications that do not contain all of the following parts in the order specified will not be considered. Please use 12pt font and 1-inch margins. If submitting a paper copy, please do not use any staples. All parts of your submission must be received by the deadline to be considered.

1. **Application.** Completed [AGGRS](#) application.
2. **Description of Proposed Project.** Five or fewer double-spaced pages. Your project description must be written in general language that can be understood by a faculty selection committee that represents a wide range of fields. Include the following six sections:
 - Hypotheses and/or objectives
 - Significance to the field
 - Methodology and rationale for that methodology
 - Expected outcomes
 - Timetable for project, including how it fits into your expected graduation date
 - Relevant bibliography
3. **Letter of Recommendation.** One letter from your advisor with an original signature that includes:
 - the significance of your project
 - the relevance of your project to the field of study
 - your unique/original contribution to the field
 - an evaluation of your plan of work and timetable
 - an explanation of why funding is needed
4. **Curriculum Vitae.** Two-page maximum including:
 - 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. **Current Advising report.** Available from your Student Center (via Buckeyelink). Choose GENERATE ADVISING REPORT under the ACADEMIC section your student center.

Submit one copy of all materials via email attachment to redr.18@osu.edu or in person to 250 University Hall by **MONDAY, MARCH 14, 5 P.M.**

