

Content of the Proposal

Proposals must contain all of the sections listed here and must be assembled in the order presented. Failure to include all requested sections of a proposal may have a negative effect on the reviews when reviewers compare the proposal to others. As you prepare your proposal, keep in mind that you are writing for a diverse audience, and the reviewers may not be experts in your field. Explain terms and acronyms, etc., that are specific to your field.

Contents: Include page numbers for the required sections outlined here.

A. Cover Page: The cover page must include information on whether the application is for master's, doctoral, or team research; the title of the project; the student investigator's name, e-mail address, and department; expected date of graduation; faculty advisor's name, department, campus address, telephone, and e-mail address; amount of the request; anticipated start date; and anticipated end date. Team research projects must indicate a contact investigator on the cover sheet; this individual will receive all proposal notices.

In 250 words or less, provide a lay abstract describing your project so that it is easily understood by the average Ohio citizen. A sample cover page is available online as part of the sample proposal.

B. Project Description: The project description should contain the following components and be labeled as such.

- **Introduction:** Clearly introduce the topic of the project in very broad terms. Tell the reader why this work is important and how it will improve upon the existing literature. Outline the goals and objective(s) of the proposed project and the expected outcome.
- **Rationale and Significance:** Concisely present the rationale behind the proposed research (why this work is being done); clarify the gap in the literature that this

research will fill; and clearly identify how the research addresses the mission of OARDC and the degree-granting unit. This section should include much of the literature review. Be sure to cite the most significant peer-reviewed publications.

C. Research Methods: This section should include these subsections:

- **Design and Research Approach:** Provide a detailed description of the research approach. State the overall experimental design, including statistical model, if necessary.
- **Methods:** An outline of the methods/ techniques that will be used.
- **Analysis or Interpretation:** Explain the means by which data will be analyzed or interpreted.
- **Means of Applying Results:** Indicate how results will be used or communicated.
- **Pitfalls and/or Limitations of the Proposed Research.**

D. References: This section should list only those articles, books, or reports that are cited in the proposal. References must be presented in an accepted journal format.

E. Schedule of Activities: Provide an outline of activities and an indication of the time it will take to complete each task. For the team competition, the timeline should include descriptions of planned interactions to ensure proper feedback and integration of knowledge as the study progresses.

F. Roles of the Investigators: Proposals in the team competition must include a concise description of the roles and responsibilities of each student researcher and present the research as a cohesive unit.

G. Location, Facilities, and Equipment: Research projects are not restricted to the Columbus or Wooster campuses. However, they must be conducted under the guidance of an OARDC/CFAES faculty advisor. A short explanation of where the research will be conducted and what equipment and facilities are available to do the research must be given.

H. Budget: All proposals must include an itemized budget. The budget should indicate materials, supplies, travel, and other expenses required to complete the research. A separate column should be included for each year of the project. Salaries, stipends, tuition, and fees cannot be included in the budget. If your department is providing supplemental funds, a separate column should indicate the amount and how those funds will be used. Please use the budget form available on the web.

I. Budget Justification (one-page maximum): The budget justification is a detailed summary itemizing each expenditure and the anticipated costs. The more detail provided, the easier it will be for reviewers to evaluate.

J. Curriculum Vitae (two-page maximum): A current curriculum vitae must be included. It is limited to two pages and should include the following information:

- Education, Employment History (if applicable), Honors and Awards, Publications.

Collaborative Arrangements: 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. This letter is part of the proposal and can be scanned as the original letter is not needed.

Research Risks: Protection policies are designed to comply with federal regulations and to protect humans, animals, and the environment from potential hazards. The university has extended this requirement to all activities, whether funded or not, that are carried out by faculty, staff, or students at The Ohio State University. If your project identifies the use of human or animal subjects or other potential research risks, indicate what steps have been taken to ensure that you are in compliance with university policy.

The Office of Responsible Research Practices also supports the institution in promoting ethical conduct of research and educating OSU students, faculty, and staff regarding research regulations. The web site for OSU's Office of Responsible Research Practices is: <http://orrrp.osu.edu/>.

OARDC Research Committee Members

Larry Antosch, *Ohio Farm Bureau*

Imed Dami, *Horticulture and Crop Science*

Richard Dick, *School of Environment and Natural Resources*

Rob Fisher, *Ohio Department of Agriculture*

Brian McSpadden Gardener, *Plant Pathology, Chair*

Dennis Hall, *Ohio Bioproducts Innovation Center*

Earl Harrison, *Education and Human Ecology*

Chang-Won Lee, *Food Animal Health Research Program*

Peter Ling, *Food, Agricultural and Biological Engineering*

Andrew Michel, *Entomology*

Gary Rawlings, *TECH Columbus*

Brian Roe, *Agricultural, Environmental, and Development Economics*

Deborah Stinner, *Organic Food and Farm Educational Research*

Hua Wang, *Food Science and Technology, Co-Chair*

Macdonald Wick, *Animal Sciences*

TBD, *Human and Community Resource Development*

F. William Ravlin, *Associate Director and Administrative Advisor, Ohio Agricultural Research and Development Center, Director's Office (Ex officio)*

Steven A. Slack, *Director, Ohio Agricultural Research and Development Center (Ex officio)*



The Ohio State University
Ohio Agricultural Research and Development Center
1680 Madison Avenue /// Wooster, OH 44691
2120 Fyffe Road, Room 115 /// Columbus, OH 43210

www.oardc.ohio-state.edu/seeds/
E-mail: seeds@osu.edu



The OARDC Research Enhancement
Competitive Grants Program



FY 2012

**Graduate Research
Competition**

Request for Proposals
Deadline—5 p.m.
February 2, 2012





Request for Proposals

This is a request for submission of proposals to SEEDS: The OARDC Research Enhancement Competitive Grants Program, Graduate Research Competition for Fiscal Year 2012.

Three categories of funding are available in this competition:

- **Master's**
- **Doctoral**
- **Team Research**

Approximately \$95,000 will be available to fund individual graduate student research during Fiscal Year 2012. Doctoral students may receive up to \$5,000 and master's students up to \$3,000 to fund their research. Teams may receive up to \$10,000 to further their research.

Oversight for the competition is provided by the OARDC Research Committee, which has representation from faculty and private industry. A list of committee members and their affiliations can be found elsewhere in this brochure. Successful applicants are expected to participate in future review processes. All questions regarding funding opportunities should be referred to:

Lori Kaser, SEEDS Program Coordinator
Ohio Agricultural Research and Development Center
The Ohio State University

OARDC Director's Office – Wooster
209 Research Services Building
1680 Madison Avenue
Wooster, OH 44691-4096

–or–

OARDC Director's Office – Columbus
115 Agricultural Administration Building
2120 Fyffe Road
Columbus, OH 43210-3263

Phone: 330-263-3647 /// E-mail: seeds@osu.edu

Objectives of the Graduate Research Competition

- To provide graduate students with an opportunity to gain experience with research methods in agricultural, food, and environmental sciences; human ecology; and related social sciences.
- To introduce students to the grant-writing and peer-review processes.
- To stimulate faculty-graduate student collaborations and mentoring of students by OARDC and College of Food, Agricultural, and Environmental Sciences faculty.
- To stimulate collaborations between graduate students across disciplines to prepare students for future interdisciplinary work.
- To identify students who have potential in research careers.

Who Is Eligible?

Students who are enrolled in the Colleges of Food, Agricultural, and Environmental Sciences; Biological Sciences; Education and Human Ecology; or Veterinary Medicine and have a faculty advisor with an OARDC or CFAES appointment are eligible. Students must be in good academic standing and have at least three quarters or semesters left in their program beginning with Summer Quarter 2012. Students are eligible to receive one grant in one category. No student may have two concurrently funded grants.

To be eligible for the team competition, grant applications must include a minimum of two graduate students.

Proposal Preparation

The required information form and other forms are available at: <http://www.oardc.ohio-state.edu/seeds/>. An example of a previously funded proposal is also provided at this site.

Proposals are to be submitted online by 5 p.m. on February 2, 2012. Proposals received after the deadline date and time will be rejected. Online

DEADLINE:

5 p.m.

February 2, 2012

No exceptions.

submission requires that your proposal and all of its components be prepared as a PDF file. Once your proposal is prepared, simply go to the web site, click on the Student Investigators tab and follow the link to Submit a Proposal. Be sure to check your work prior to entering the online system, as you will have one opportunity to upload the final document. Faxed or e-mail submissions are unacceptable and will be automatically disqualified.

Proposals should be set to print on standard 8.5- by 11-inch paper, single spaced, with 1-inch margins, and 12-point type. All pages except the cover page should be numbered at the bottom center of the page. Proposals are limited to an eight-page maximum. **The eight-page limit applies only to the Project Description and Research Methods. Appendices are not allowed.**

A **fully signed information form** for each student must be e-mailed by the student applicant to kaser.37@osu.edu in PDF format by 5:00 p.m., February 2, 2012. The form can be found on the SEEDS web site. No proposals or information forms will be accepted after 5 p.m. on February 2, 2012. Proposals submitted without the information form may be disqualified from the competition.

Evaluation Criteria

The criteria listed here will be used to evaluate graduate research proposals. Note that if your proposal does not include all of the sections identified in the "Content of the Proposal" section of this request for proposal, your application may not be considered. Appendices are not allowed, and reviewers are instructed to disregard any part of a proposal that exceeds the page limits.

Criteria:

1. Is the science sound and of high quality?
2. Is the proposal well written and easy to understand?
3. Does the proposed project address problems of importance to agriculture, the food industry, and/or the environment?
4. Will the proposed research be likely to produce tangible results within the project period and are the outcomes clearly stated?
5. Is the budget appropriate and will it cover the expected expenses?

Additional Team Criteria:

1. Does the proposal clearly outline the roles and responsibilities of each student?
2. Does the proposal integrate distinct disciplines in a cohesive manner?

Written comments by the reviewers will be used by the review panel to assist them with making funding recommendations. All written comments will be provided to applicants. However, the names of reviewers will remain anonymous.

Grant Awards

Within the limits of available funds, awards will be made to applicants whose proposals are judged most meritorious under the evaluation criteria. OARDC funds will be available to students based on the start date of the project. The date specified as the beginning of the project period shall not be later than 15 days after the beginning of a quarter or semester. The OARDC Fiscal Office will provide an account to your departmental fiscal officer. All expenses are to be approved by your faculty advisor and processed through the fiscal officer. Faculty advisors are responsible for any over expenditures. Awards will be announced in June 2012.

Acknowledgments

All publications and posters resulting from work done using SEEDS: RECGP funding must include the following acknowledgment:

"Salaries and research support provided by state and federal funds appropriated to The Ohio State University, Ohio Agricultural Research and Development Center."

Final Reports

Final reports are required on all projects. A reminder will be sent to the student and the faculty advisor along with instructions. Final reports must be submitted online and no later than 30 days after the end date of the project.

