

Otterbein University Student Research Fund: Grant Information Packet

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Applying for an SRF-Research Grant

There are four deadlines a year for SRF-Research Grant applications. For the 2022-23 academic year, the deadlines will be:

- **September 22, 2022**
- **November 3, 2022**
- **February 2, 2023**
- **March 30, 2023**

To apply for an SRF-Research grant you need to submit the following by 4pm on the days listed above. Questions can be directed to the Office of Academic Affairs (Roush Hall 316) or electronically to academicaffairs@otterbein.edu.

1. The SRF Online Application (found [here](#)), submitted by the student. The following documents should be uploaded to the online application:
 - A two page Project Narrative, including a budget for your project (this is sometimes called a Project Description, detailed instructions below).
 - IRB/OUACUC approval if appropriate (see below). This may be pending at the time of award, but you must be approved before beginning data collection.
2. The faculty member who is overseeing your work should email a letter of support to academicaffairs@otterbein.edu. This should be signed and include their impressions about both the importance, uniqueness, and feasibility of the project. This letter should be submitted by the deadline as well.

SRF-Research Grant Project Narrative Requirements

Project Narratives are limited to two pages (not including bibliography or list of citations).

The committee will be looking for the following sections in your narrative. Be sure to label them clearly:

Goals and Objectives

Let us know the goals and aims of your research or creative work. How is this project going to add to the body of knowledge or creative thought related to your subject? Be sure you provide enough context that the committee members (who have a range of academic backgrounds) can understand the frameworks or theories within which you are working. **This will require you to cite published references, which should be included in a works cited/bibliography section (this does not count towards your two page limit for the Project Description section).**

Significance

Detail the importance of your project. How is it different from what has already been shown or done? How is your project important for others in your field or for society? Briefly describe how this project supports your professional growth and development.

Methodology

Specify the process through which you are conducting your inquiry. Include a specific timeline for when you hope to accomplish your goals. Refer to the items you will purchase with the research award.

Project Evaluation/Assessment

If you are collecting data as part of your research project, how will that data be evaluated? What measures will otherwise be used to determine the success of your research project? How will you evaluate your performance?

Budget

Please include a complete detailed budget for all aspects of your proposed project (including those elements that you intend to pay for with SRF funds as well as those elements that will require additional funding from other sources). If additional funding has already been secured, specify the source and amount. This information is usually most easily understood if presented in a table (example included below). See the section below entitled “Allowed Expenses for SRF-Research Grants” for more information about what expenses we can and cannot cover. Please be as detailed as possible, as this assists the committee to understand your funding need.

Expenses	Calculation	SRF Request	Additional Funding Needed	Total
Chemical test kit	\$150 *3 kits	\$350	0	\$350
Machine Rental	\$45/hr * 5hr	\$50	\$175	\$225
Totals		\$400	\$175	\$575

Budget Narrative

This should be a brief paragraph explaining why the items in your budget table are necessary. It should also explain what sources of additional funding (if necessary) you’ve obtained or are exploring, and the project’s feasibility if additional funding is not obtained (or how you might change your project if you’re unable to find the additional funding). If any equipment is being purchased by your award, you should let us know which department will be taking ownership of the equipment (and taking on responsibility for maintenance and storage) after the end of your project.

Allowed Expenses for SRF-Research Grants

- **Materials and Supplies to support research or creative work:** This can include software, test kits, reagents, surveys, books and DVDs, and art supplies. This isn't an exhaustive list, feel free to contact the Office of Academic Affairs (academicaffairs@otterbein.edu, x1556) if you have any questions about whether your needs are something we can cover.
- **Equipment to support research or creative work:** This is anything you need to purchase that won't be "used up" in the course of your work. For example, cameras or recording equipment are considered equipment. Film is a supply. If you're planning to ask for equipment as part of your grant, please show that you have already investigated whether what you need can be borrowed from another department or rented rather than purchased.
- **Travel related to data collection/research:** In accordance with Otterbein's general travel policies, if driving is necessary, we reimburse based on the current mileage reimbursement rate rather than gas receipts.
- **Data analysis/technical services related to research**
- **Training costs related to research or creative work:** Please keep in mind, the training must be necessary for the project that is currently being proposed/funded. We will not fund training that will enable future proposals. Similarly, this training cannot be the sole focus of the proposal. It must directly lead to the student's ability to complete the core research or creative endeavor.
- **Matching funds for other research funding sources**
- **Publication, printing, or copying costs:** These costs should be directly associated with accomplishing your research or creative project. If you need money to print a poster to disseminate your work at a professional meeting or conference, please consider applying for an *SRF Presentation Grant* (page 8, below).
- **Prize drawing or gift cards to incentivize participation in research projects:** When reconciling these types of expenses, names of individuals who received the prize or gift cards must be included. Cash prizes or incentives are not allowed.

Note: Books purchased with Humanities Endowment funds are the property of the student (see the Humanities Advisory Committee web page for eligible subjects). Books, equipment, and software purchased with SRF-Research Grant money is the property of the University once the student's research is complete.

Non-Reimbursable Expenses for SRF Research Grants

- SRF-Research Grant funds can't be used to pay students to administer tests
- Funds cannot be used to provide either stipends or hourly wages for the grantee
- Funds cannot be used for any expenses incurred before the award was made. We cannot retroactively fund projects under any circumstances.
- Funds cannot be used to present results at a professional meeting. For these sorts of needs, see the *SRF Presentation Grant* (page 8, below)
- SRF funds may not be used for rental of or usage fees for equipment owned by Otterbein University.
- Funds cannot be used to pay stipends or payments for editors, statisticians, or others who contribute intellectually to the research project.

Special Considerations for Studies Involving Humans or Animals

As with all research on campus involving either human or animal subjects, SRF-Research grant holders must receive permission from the appropriate review board before beginning their work. If you are applying to do a study that involves human research subjects, it must be approved by the [Institutional Review Board \(IRB\)](#). Similarly, all research involving animal subjects must be approved by the Otterbein University Animal Care and Use Committee ([OUACUC](#)). **Even if your SRF-Research application is funded pending approval, under no circumstances should you begin collecting data until after you receive approval directly from the IRB or OUACUC committees.** Your advisor is the best source of useful information.

Please see the *IRB and OUACUC Information* web page for further instructions, contacts, and necessary approval forms: www.otterbein.edu/irb

Sample Research Grant Application

An example of a successful SRF-Research Grant application is available for download on the SRF Web page. Please remember that while we ask you to keep your Project Narrative to 2 pages or less, the length of each section may vary from project to project. This is just one example of a successful application.

To see the sample research grant application, go to www.otterbein.edu/research/srf
www.otterbein.edu/research/srf

Research Grant Duration

Students ordinarily have up to 24 months to spend their SRF-Research Grant. After 24 months, any unclaimed money will be recirculated into the SRF funding pool and will be unavailable to you.

If you graduate (or otherwise leave Otterbein), all awarded funds must be spent before the end of your final semester as a student. You may request reimbursement for that money for one additional semester, but you cannot allocate any more of it. If you fail to request reimbursement before the end of the semester following your final semester as an Otterbein student, the money will be recirculated into the SRF funding pool and will no longer be available to you. Please note: Summer Semester counts as the semester following Spring Semester.

For example, if you receive a grant for \$400 in September of your senior year and you will be graduating in the Spring of your senior year, you have the remainder of Fall and all of Spring semester to spend your \$400. You may request reimbursement for those expenses any time during Fall, Spring, or the following Summer semester. When the next Fall semester begins, you can no longer request reimbursement even if you spent the money before you graduated.

Shared Research Grants

Students may work together on a research project, however funding may only be granted for each unique project. If you are working on a research project with another student, they must be listed on the application. If two or more students are working on unique project, but have shared resources, they can each apply for funding, but must specify in the budget narrative any shared expenses.

Completing Your Research Grant

You have 24 months to complete the work proposed in your application (unless you graduate during that time, see Duration of Grant above). When you're finished with your project, we ask that you send us a brief (roughly 200 words) summary of your experiences (send to the Office of Academic Affairs, Roush Hall 316 or electronically academicaffairs@otterbein.edu).

Summaries can help us track the sorts of projects that have been funded by the Student Research Fund as well as help justify future funding. We will also forward these reports to your home division/department. If you complete your work without using all the funds you were granted, please let us know so we can free that money up for the next round of grants. Submitting this summary and freeing any leftover funds will end your current grant. You cannot apply for further funding while you still have two SRF grants active.

www.otterbein.edu/research/srf

Applying for an SRF-Presentation Grant

SRF-Presentation Grants applications will be due on the same deadlines as Research-Grants. For the 2022-23 academic year, the deadlines will be

- **September 22, 2022**
- **November 3, 2022**
- **February 2, 2023**
- **March 30, 2023**

Similar to Research grants, SRF funding cannot pay for travel that occurs before the grant is awarded.

To apply for an SRF-Presentation grant you need to submit the following by 4pm on the days listed above. Questions can be directed to the Office of Academic Affairs (Roush Hall 316) or electronically to academicaffairs@otterbein.edu.

1. The SRF Online Application (found [here](#)), submitted by the student. The following documents should be uploaded to the online application:
 - **Your Budget** - Please include a complete budget for all aspects of your proposed presentation (including both those portions that you intend to pay for with SRF funds as well as those that will require funding from other sources). If additional funding has already been secured, you can specify the source and amount here. This information is usually most easily understood if presented in a table (example included below). See the section below entitled “Allowed Expenses for SRF-Presentation Grants” for more information about what expenses we can and cannot cover.

Expenses	Calculation	SRF Request	Additional Funding Needed	Total
Poster Printing	\$50	\$50		\$50
Hotel	\$110 X 3 nights	\$100	\$230	\$330
Plane Tickets	\$450	\$250	\$200	\$450
Total		\$400	\$430	\$830

- **A copy of the abstract you submitted to the conference**
- **A copy of the letter of acceptance you received from the meeting** - You must have your acceptance to present at the time of your application; we no longer grant SRF-Presentation Grants pending acceptance.

Allowed Expenses for SRF-Presentation Grants

What we can fund:

- Printing expenses
- Meals while traveling for or attending the conference
- Accommodation at the conference if located more than 50 miles from Otterbein (during the school year) or your summer residence.
- Travel to and from the conference – if driving, please note that in accordance with Otterbein University policy, we reimburse at current mileage reimbursement rate. This includes the cost of gas for that trip, we do not reimburse additionally for gas even with receipts.
- Registration fees for the conference

Note: We will reimburse for travel costs that were booked before the grant was made, but we cannot reimburse for travel that has already taken place. Even if you apply before the deadline, if you travel to your conference before you have been notified of your award we will not be able to reimburse you. Be sure to leave enough time for the committee to respond before you have to travel to your conference.

Non-Reimbursable Expenses for SRF Presentation Grants

- Expenses incurred before grant was issued
- Expenses in excess of the grant
- Accommodation at conferences located less than 50 miles from Otterbein (during the school year) or your summer residence.
- Alcoholic beverages

Multiple Students Traveling Together

Students may be attending a conference with other students who are also presenting research. In this case, please note that funding may only be granted for each unique project that a student(s) is presenting. If you are presenting research on a project that was completed with another student, they must be listed on the application. The award will then be shared between the students.

However, if two or more students are each attending the same conference, but have unique projects they are each presenting, they can each apply for SRF funding. We encourage you to share travel expenses (such as shared hotels room or carpooling) with other students attending the same conference, and encourage departments to consider using an Otterbein van as a way to save

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on transportation costs for nearby meetings.

Groups of students can share a single expense report for reimbursement, but only one reimbursement check will be issued. See page 12 for specific instructions regarding reimbursement for group travel.

Budget Example for Multiple Students Traveling Together for a conference:

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Combined Budget for: Travel to ASC National Spring Meeting in April, 20XX (Location)

Otterbein Students 3 Students Presenting: Student Name 1, Student Name 2, Student Name 3

Expenses	Estimated Expense	Total Cost for Trip	Already Covered?
Registration	\$200 / student	\$ 600	Covered by dept. funds
Poster Printing	\$50 / student	\$ 150	No
Plane Tickets	\$450 / flight	\$1350	No
Baggage Fee	\$50 / flight	\$150	No
Hotel	\$150 / per night	\$ 900 (two rooms, 3 nights)	No
Total Estimated for 3 students		\$2,200	Funding needed: \$1,600

Justification: This budget uses estimates for April 2021 travel (average costs via Expedia.com) and data from the Spring 2018 and Spring 2019 national ACS meetings to approximate total costs of the Spring 2021 ACS National Meeting for the three Otterbein students presenting their chemistry research.

While it is possible that a \$200 donation from Otterbein's American Chemical Society Student Chapter and funds from the chemistry department may be used to off-set some costs, none of this funding is automatic, aside from the meeting registration fees.

Thus, this budget leaves \$1,600 of the estimated \$2,200 costs unaccounted for. Moreover, all meals and other incidental costs are the responsibility of the students. The \$1200 in potential funds available via the SRF presentation awards would help immensely in facilitating this travel.

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Duration of Grant

All Student Research Fund grants are typically open for 24 months. However, because a notice of acceptance is required for the SRF-Presentation Grant, it is unlikely that you'll be applying for a conference more than a few months in advance. While you have up to 24 months to request reimbursement for travel expenses, we strongly encourage you to request your reimbursement immediately upon your return.

As with the SRF-Research Grants, former students of Otterbein cannot apply after they graduate or transfer. However, we recognize that the timing of conferences is not always convenient, so we allow current students of Otterbein University to apply for money to support presentations that will occur in the semester AFTER they graduate. They will still only have the semester after they graduate to apply for reimbursement. After the end of the semester following their graduation, the funds will no longer be available.

For example: If you are going to graduate in the Spring Semester of your senior year and you wish to present your senior research at a conference that takes place in the summer, you must apply to the conference and submit your application for SRF-Presentation Grant funding before you graduate (in either the Fall or Spring Semester). This means you must receive notice of your acceptance at the conference before you graduate, or we will not be able to fund your request. You can then travel to the conference in the Summer Semester after you graduate, and submit the paperwork for reimbursement before the start of the following Fall semester.

Completing Your Grant

You have 24 months to present your work and claim reimbursement for expenses (unless you graduate during that time, see Duration of Grant above). We will already have a copy of your abstract on file from your initial application, so your final expense claim will serve as the signal to close your grant. If you were granted more money than you will be claiming, let us know so we can close your grant and make the remaining funds available for the next round of grants. You will not be able to apply for further SRF grants so long as you have two active grants.

Claiming Expenses

IMPORTANT NOTICE FOR GRANT RECIPIENTS:

It is not anyone's intent to make the process of spending your grant to be harder than getting it in the first place, but there are procedures that MUST BE FOLLOWED in order for us to allocate your funds. If you need any help with this process, please don't hesitate to contact the Office of Academic Affairs at academicaffairs@otterbein.edu.

For SRF-Research Grants

You have 24 months to spend your award. After that time, we'll have to close your grant and any remaining money will be unavailable to you. You may submit a claim for expenses any time during those 24 months. After that time, we will no longer be able to pay for expenses even if they were incurred during the grant period. If you graduate or otherwise leave the University before the end of those 24 months, you only have until the end of your last semester as a student to spend the money. You may make a claim for those expenses until the end of the first semester after you leave Otterbein. PLEASE NOTE: SUMMER SEMESTER COUNTS AS THE SEMESTER AFTER SPRING SEMESTER. If you graduate in the spring, you will not be able to claim reimbursement once the next Fall Semester begins.

For SRF-Presentation Grants

You also have 24 months to spend your award. You may submit charges against your grant or for reimbursement any time during those 24 months. After that time, as with the SRF-Research grants, we will not be able to charge against your grant or reimburse you. Unlike the SRF-Research Grants, graduating students who are planning to present at a conference which meets after your graduation date MAY spend your money in the semester after your graduation. However, you must immediately apply for reimbursement of funds after the conference, because you cannot receive reimbursements after that first semester post-graduation. Note: you must apply for the grant while still a student even if you are planning to attend the conference after you graduate.

Paying vendors directly

Ideally, it is recommended that the department complete purchases on your behalf, if possible, using a departmental credit card or submitting the vendor's invoice on your behalf in the University's payment system, Chrome River. The department's administrative assistant can help in making this purchase, and charge it directly to your student research funds using the account code to your specific grant (can be obtained from the Office of Academic Affairs).

Note for Administrative Assistant, unless otherwise indicated, use the index, "STURES" and the account code assigned to the student(s). If unsure of this code, contact the Office of Academic Affairs (academicaffairs@otterbein.edu).

www.otterbein.edu/research/srf

Reimbursing expenses

If you choose to pay for the expenses listed on your budget from your own personal funds and get reimbursed from your SRF funds, you'll need to submit an invoice for these expenses to your departmental administrative assistant, along with all original receipts for reimbursable receipts. Receipt must show proof of purchase, copies of credit card statements will not be accepted as proof of purchase. He/she will assist in completing a Chrome River invoice report, so that you can be reimbursed for these expenses, not to exceed your award amount. This will be charged against the account code assigned to your specific grant (available from the Office of Academic Affairs (x1556)). An invoice template can be found on the SRF webpage [here](#).

Reimbursing for Group Travel

If multiple SRF Grant holders are traveling together, they can submit a single group claim. However, if submitting for reimbursement, only one check will be issued to the student listed in the "pay to" on the claim. . Submit an invoice (linked above), with the following information:

- 1) List the STURES index (if applicable) and the specific account code for each student included on the trip, followed by the amount that should be applied to each student's grant.
- 2) Make sure that all students whose SRF-Presentation grants are being charged sign the Invoice, even if they aren't receiving the money themselves. This indicates their approval of the use of their funds. If they are unable to physically sign the invoice, an email indicating acceptance of the expenses will suffice.

SRF Grants Contact Information

Both the SRF-Research and SRF-Presentation Grants are administered through the Office of Academic Affairs. Feel free to contact us with questions, particularly about the application or reimbursement processes. Within our office, most SRF issues can be handled by emailing academicaffairs@otterbein.edu, calling 614-823-1556, or stopping by the office (Roush Hall, suite 316).

Kathryn Plank

Associate Provost for Teaching, Learning & Mission, and Curriculum
Roush Hall 316
kplank@otterbein.edu

The Student Research Fund committee consists of faculty members from across the breadth of the University. These faculty members may also serve as excellent sources of information if you have specific questions within their areas of specialty.

2022-2023 SRF Committee:

Robin Grote	Director, Undergrad. Research & Creative Work, Chemistry	rgrote@otterbein.edu
Jim Bowling	Art & Art History	jbowling@otterbein.edu
Steffanie Burk	Equine Science	sburk@otterbein.edu
Daniel Cho (SP 23 only)	Education	dcho@otterbein.edu
Michael Levin	Business, Accounting, & Economics	mlevin@otterbein.edu
Meredith Meyer	Psychology	mmeyer@otterbein.edu
Dave Robertson	Engineering, Computer Science, & Physics	drobertson@otterbein.edu