**Undergraduate Research Access Innovation**

**Seed Grant Application Form**

**Application Deadline: May 12, 2023**

* Please compile all documents into one PDF document before submitting. If you do not have Adobe, you can obtain it from OTDI’s website here: <https://it.osu.edu/software>
* Please be sure to fill out all sections of the template.

**A. Proposal Narrative** (approx. 400-800 words; please use the section headings below in your proposal)

1. **Research experience description:** General description of the proposed undergraduate research experience, objectives, and activities planned.Attach a draft syllabus if applicable. In designing this research experience, you might find it helpful to review [the “eight key elements” of a high-impact practice](https://teaching.resources.osu.edu/teaching-topics/high-impact-practices-enhancing).
2. **Research logistics:** Explain what type of necessary training or previous experience students will need for the research experience. Some examples include CITI, IDP training, cultural sensitivity, and bias training. How will this preparation be integrated into the experience? Provide details of other logistical details such as location, hours, scheduling, staffing, background checks, communication, lab/site orientation, supplies needed/provided, travel needs.
3. **Reflection & Feedback:** Reflection is the cornerstone of high-impact experiential learning. Please describe one or more structured student assignments/activities that will facilitate reflection connecting the research with learning goals, including feedback from an instructor or mentor.
4. **Assessment:** Provide a brief description of a planned assessment strategy for this undergraduate research experience. The assessment strategy should include the following details:
	* How will you know if the research experience is successful? Please include information about specific goals and metrics.
5. **Sustainability:** Describe plans for how this undergraduate research experience will be offered after the initial seed grant funding is used.

**B. Budget** Please use the following template for your proposed budget. Examples of permissible uses of grant funds include:

* Compensation of faculty/student/staff time for development of the research experience/course
* Purchase of reusable equipment or supplies to provide the experience

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| **Undergraduate Research Access Innovation Seed Grant Budget: [Title]** |
| Primary Instructor(s): |
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| **Budget Items** (insert additional lines as needed) | **Estimated Cost** |
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| **Total Amount Requested**  |  |

***Please note that priority will be given to proposals that can continue beyond the initial seed grant funding.***

**Budget Narrative**: Provide an explanation of projected expenses and how they are related to the research experience.

You are also encouraged to identify and list matching funds, as well as potential funding and resources that will contribute to sustainability of overall project.

**Grant Application Checklist for Grant Application** Please use the following checklist to ensure that your application is complete. Grant materials should be compiled into one PDF in the order listed below.

[ ]  Proposal Narrative (five sections)

[ ]  Budget and Budget Narrative

[ ]  Brief letter of support from department/unit Chair

[ ]  Other Attachments (optional)

**NOTE:** Please scan any non-electronic documents so they can be added to the electronic PDF to create one application document. Please contact OTDI or your local IT support unit for assistance if you have difficult combining parts of your application into just one PDF document.

Thank you for your submission!