RESEARCH SUPPORT GUIDELINES AND APPLICATION PROCEDURES

The College of Technology provides support for graduate students to assist in meeting the expenses associated with their thesis, project, or dissertation activities.

Eligibility is limited to Master’s and Ph.D. students involved in thesis, project, or dissertation research. Applicants must: (1) hold regular graduate student status, (2) be in good academic standing, and (3) be currently enrolled at BGSU. Only one award per degree can be granted.

PROCEDURES

1. Advance Approval Required

Proposals for thesis, project, or dissertation support must be submitted and approved by the Director of Graduate Studies before beginning the portion of the research activities for which support is requested. Please note that requests for retroactive funding of activities already conducted will not be considered.

2. Approval of Human Subjects Review Board

A human subject is defined as any living individual about whom an investigator conducting research obtains data through intervention (physical procedures or manipulation) or interaction (questionnaires, surveys, interviews, or other interpersonal communication). All applicants conducting research with human subjects must obtain approval from HSRB before funding can be approved. Information about Human Subjects Review Board (HSRB) can be found at http://www.bgsu.edu/offices/orc/hsrb/.

3. Expenditures

If your budget is approved for support, you will receive instructions about how to process requests for reimbursement. Expenditures can be made only upon receipt of official approval. Awards are made on a cost-reimburse basis; cash advances cannot be made. Funds should be expended within twelve months after the date of award.

4. Award Amounts

$150 maximum. Reimbursement procedures will be outlined in the award notification letter.

THE PROPOSAL

A. Cover Page

This form is self-explanatory. Complete all items that apply to the thesis, project, or dissertation activity, obtain signature of the thesis, project, or dissertation advisor, and submit it as the front page of the proposal. If available, attach a copy of the topic approval letter received from the Graduate College or the Office of Graduate Studies.

B. Abstract

Provide a succinct and accurate description of the thesis, project, or dissertation activity which will serve as a non-technical summary of the research. A copy of the thesis, project, or dissertation proposal abstract will suffice for this section.
C. Detailed Budget

A line item budget must be included that presents adequate details about each expense (detailed information on eligible expenses is provided below). A budget form is provided for this purpose. These items are to be well documented and based on reasonable charges. Please note that costs related to the final manuscript are not allowed. Those items requested for reimbursement should total not more than the allowable amount of $150. The remaining columns should indicate the source and amount of additional financial support (if known) for the research.

Eligible Budget Expenses:

All requested budget items must be related to the activities of the thesis, project, or dissertation and should be carefully justified. Allowable items include, but are not limited to:

- Materials and Supplies

Laboratory supplies, specialized publications or research tools not available in the university library or through inter-library loan, film stock, artistic supplies, audio/video, or other items not readily available through an applicant’s department.

- Equipment

Special laboratory equipment not available in a department may be eligible. All items of a permanent nature purchased with funds from this program will remain in an applicant’s department and title will rest with the university. Books or library materials must revert to the university library.

- Travel

Thesis, project, or dissertation related travel costs are allowable. The need for travel should be well documented, including an explanation of (1) the advantage non-local resources offer over local resources, and (2) the relationship of travel to research activities. Travel expenses will be reimbursed at current university rates; these rates are available from the Office of Graduate Studies. Travel of a personal nature or to professional meetings to attend or deliver a paper is NOT ALLOWABLE.

- Communication Costs

Eligible communication costs include: (1) long distance telephone charges to conduct interviews; (2) photocopying of questionnaires or survey instruments; (3) postage charges for mailing.

- Consultants or Temporary Employees

Special talent needed for the research may be allowable. A clear justification of the need for people with additional expertise must be provided and the skills of these individuals must be substantiated. Salary requests for the applicant are not allowed.

D. Budget Justification

The budget justification explains the relationship of the budget items to the thesis, project, or dissertation activities. For example, indicate how you determined the duplication costs of a survey by showing the number of subjects, the number of pages, and the per page copying cost. Any funding request must be documented and justified to be eligible for support.
REVIEW PROCESS AND CRITERIA

The application will be reviewed for clarity, completeness, and budget eligibility. The Director of Graduate Studies will make the final determination of funding. If necessary, faculty from your department will be consulted for additional expertise.

The Director of Graduate Studies will evaluate your proposal budget, and the relationship between research activities and budget items must be clear and convincingly justified.

DECISION OPTIONS

One of four decisions will be made: (1) Approved; (2) Approved with condition; (3) Deferred; (4) Disapproved. An “approved with condition” means that your proposal is approved and you can begin the research; however, before costs can be reimbursed, additional information is needed. The nature of the information will be communicated and you should amend your proposal before submitting reimbursement requests. A “deferral” means that there is insufficient information to make a decision about your proposal; the information needed will accompany the notification and you should amend the proposal as soon as possible. Finally, a “disapproved” means that, your proposal cannot be supported at this time; the rationale for the decision will be explained and the proposal may be rewritten and submitted.

QUESTIONS

Questions should be addressed to the Office of Graduate Studies. Ineligible expenses will be disallowed, so please confirm expense eligibility if you are unsure.

WHEN TO SUBMIT APPLICATIONS

Submit the original completed application to the Office of Graduate Studies at least one week prior to the desired date of initiating your proposed research. Retroactive proposals will not be accepted.

APPLICATION FORMS

Application forms can be obtained by contacting the Office of Graduate Studies by phone 419-372-7613 or e-mail tecgrad@bgnet.bgsu.

PROPOSAL CHECKLIST – A complete proposal must include the following:

- **Cover Page**  Use the form provided. Fill it out completely and obtain the necessary signatures. Include a copy of the topic approval form for thesis, project or dissertation.

- **Abstract**  Summarize your project description.

- **Budget**  
  
  A. *Detailed Budget:* Use the form provided. Present an itemized budget which details the basis for requested expenses.

  B. *Budget Justification:* In order to receive support, provide written justification relating the proposed expenses to the thesis, project or dissertation activities.
PROPOSAL FOR RESEARCH SUPPORT

PART A: PROPOSAL COVER PAGE

Name: ___________________________        BGSU ID#: ___________________________
Address: ___________________________        Phone: ___________________________
                                      ___________________________        E-mail: ___________________________

THESIS, PROJECT, or DISSERTATION TITLE: ____________________________________________

This proposal is for: Thesis ☐       Project ☐       Dissertation ☐

Has your topic been approved?       Yes ☐       No ☐

If yes, Date: ___________________________ (attach a copy of the topic approval letter/form)

BUDGET PERIOD:

Desired start date: ________________       Anticipated research completion date: ________________

Amount requested: $ ______________

ARE HUMAN SUBJECTS INVOLVED?       Yes ☐       No ☐

If Yes, Date Approved ___________       ID#: ___________

Obtain the following signatures before submitting your application to the Office of Graduate Studies

Applicant: ___________________________       Date: __________________

Committee Chair: ___________________________       Date: __________________

PART B: ABSTRACT  Present a concise summary of the thesis, project, or dissertation activities proposed, including the need for this activity, aims and objectives, methods, planned activities and analyses, and expected or desired outcomes.
**PART C: BUDGET**

(This is a suggested format for budget planning. Please round amounts to the nearest whole dollar.)

<table>
<thead>
<tr>
<th>Requested From</th>
<th>Provided by Other Sources</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Technology</td>
<td></td>
<td></td>
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<tr>
<td>Permanent Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel: Use additional space if necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Costs</td>
<td></td>
<td></td>
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<tr>
<td>Consultants or Temporary Employees</td>
<td></td>
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<tr>
<td>Other</td>
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<td></td>
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<tr>
<td>TOTAL REQUESTED</td>
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</tbody>
</table>

*If known, please identify the source(s) and nature of contribution in your budget justification.

**PART D: BUDGET JUSTIFICATION**

Present written justification relating the proposed expenses to the thesis/project activities. Any funding request not documented will be denied. Also, describe any budget calculations not immediately discernible on the line item budget. *NOTE:* Mileage is reimbursed at $0.39/mile.

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**FOR GRADUATE OFFICE USE ONLY**

DECISION: Approved [ ] Approved w/c [ ] AMOUNT $__________ Deferred [ ] Denied [ ]

COMMENTS/MODIFICATIONS: ____________________________________________________________

Graduate Coordinator: ____________________________ Date: _________________________