# Continuing Researchers Support Program

# 2018 - 2019

**Application and Instructions**

### Academic Programs Office

### College of Agricultural Sciences 147 Strand Hall

### Oregon State University

Corvallis, OR 97331

(541) 737-2211

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Funding provided by the College of Agricultural Sciences and

the Agricultural Research Foundation

 

# Continuing Researchers Support Program

# 2018-2019

# Second Call

**Dates to Remember**

|  |  |
| --- | --- |
| **Proposals Due By** | April 18, 2018 |
| **Awards announced** | **Late April 2018** |
| **Required student orientation** | **Mid-May 2018 TBA** |
| **Funding available** | **Summer/Fall 2018** |
| **Periodic check-ins** | **During research experience** |
| **Poster presentation** | **Fall 2018 or Spring 2019** |
| **Final report due** | **June 1, 2019** |

**Overview of the Continuing Researchers Support Program**

The Continuing Researchers Support Program provides funding assistance for faculty and students who are seeking support for a semi-independent research project. Strong proposals for this support should include evidence of strong faculty/student collaboration, previous student research experience, and research in line with the on-going research of the faculty and in service to the university. The program requires cost-share by the faculty.

#### ****Process****

The student applicant locates a faculty member whose current research interests them and develops a research/work proposal. The faculty must be listed on the proposal as Principal Investigator and the student must be identified as the Co-Investigator. There is a formal application, which must be filled out by the student and faculty member collaboratively. Submitted proposals are reviewed by a college committee. There are two funding periods: academic year and summer; however, the application cycle will be just once per year.

Students who participate in the Continuing Research Support Program are required to submit a report at the end of their experience to the Agricultural Research Foundation (ARF) and the College of Agricultural Sciences. Additionally, they must create and present a research poster at either the annual fall Experiential Expo or the Ag Days event held in May. Students may be invited to present their poster at an ARF meeting.  Students will also have periodic check-ins with the College of Agricultural Sciences’ Experiential Learning Coordinator.

#### ****Funds Available****

$16,000 annually. Twelve proposals at $1000 will be funded for the academic year (Fall, Winter, Spring) and up to six at $700 for the summer per student. A cost-share of one-third of the funding must be supplied by the faculty through additional salary or supplies/services for the student’s research (detailed in the application). Funds are transferred directly to a faculty/department account and unused funds must be returned. Funds must support a minimum of 50 hours of work in the academic year and a minimum of 30 hours in the summer for the students. The remaining funds can be used for materials. A detailed budget is required as part of the application.

#### ****Eligibility****

Full-time students who are at least sophomore standing (45 college credits) are eligible to apply. Strong candidates are students who can articulate previous research experience. Students can receive Continuing Researchers Support once for the summer and once for the school year.

Faculty must be in the College of Agricultural Sciences or a partner program. New faculty, in their first two years at OSU, are encouraged to submit for funding and will be given preference.

#### ****Review Process****

The CAS Experiential Learning Program Coordinator reviews all proposals for eligibility. Incomplete proposals and proposals not following the guidelines (including font size, spacing and page limits) will NOT be considered for funding. Requests that qualify are competitively reviewed and evaluated by the CAS Undergraduate Research Support Committee. This Committee consists of the ARF Executive Director, a representative of the CAS Dean’s Office, and at least three college faculty representatives (2-yr rotations). The Committee provides a prioritized list of recommendations for funding to the Assistant Dean of Academic Programs for funding based on the quality of the proposals as reflected in the review criteria. The Assistant Dean of Academic Programs will make award decisions based on available funds.

## Proposal Instructions/Criteria

#### 2018

The College of Agricultural Sciences invites faculty and students who are seeking support for a semi-independent research project to submit proposals. A cost-share of one-third of the funding must be supplied by the faculty through additional salary or supplies/services for the student’s research.

1. Proposal(s) should focus on research important to Oregon's diverse agriculture and natural resources. Research may be basic or applied.
2. Proposals should include evidence of strong faculty/student collaboration, previous student research experience, and research in line with the on-going research of the faculty and in service to the university. The application must be completed collaboratively by the student and faculty.
3. Twelve proposals at $1000 will be funded for the academic year (Fall, Winter, Spring) and up to six at $700 for the summer per student. A cost-share of one-third of the funding must be supplied by the faculty through additional salary or supplies/services for the student’s research (detailed in the application).
4. **Proposal deadline isApril 18th 2018**. ***Late proposals will not be accepted***. Awards will be announced in mid-May.
5. Please exactly follow the proposal format. Attachment A is your cover sheet and signature page. Attachment B is the content of your four (4) page proposal. ***Proposals exceeding four pages will automatically be eliminated***. Attachment C is your Budget Page. The review panel is composed of representatives from the College of Agricultural Sciences and the Agricultural Research Foundation.
6. ***Before*** submitting a proposal, you must obtain required signatures on Attachment A.OSU Sponsored Program approval is **NOT** required.
7. Submit one (1) hard copy and (1) electronic copy (Word or Pdf) of your original proposal to:

Continuing Researchers Support Program

c/o Penny Diebel, Assistant Dean

147 Strand Hall

Oregon State University

Corvallis, OR 97331

[Penelope.Diebel@oregonstate.edu](mailto:Penelope.Diebel@oregonstate.edu)

## Proposal Guidance

Some comments of possible help in preparing your proposal:

1. The purpose of this funding is to support student/faculty collaboration in **research**.
2. We do not fund acquisition or construction of facilities (bricks and mortar), services, travel, or equipment. Requests for supplies needed to carry out the proposed research are legitimate. The proposal must describe this need and specify how the supplies will be used for the student in this research.
3. While it may be easiest for you to cut-and-paste material from another proposal when preparing your proposal, we encourage you not to do this. Your reviewers may have only minimal familiarity with the details of your science. Please write your justification, objectives, procedures, and impacts such that a person with limited background can understand what you are saying – like talking with your next door neighbor. A proposal that reviewers cannot readily understand is likely to be poorly rated and hence not funded.
4. Research that is original and innovative tends to be favored. If appropriate, describe to what extent your proposed study fits this description.
5. Please keep in mind that funds to finance this research are limited.
6. The following list of questions that reviewers consider is provided here to help you plan and prepare your proposal.

## Rating Criteria

Criteria used by proposal review panelists:

* + Is this project **relevant** to Oregon’s agriculture and/or natural resources?
  + Are the research plan and goals clearly stated and **understandable**?
  + Is the **undergraduate student involvement** clearly articulated throughout the research process?
  + To what extent is the proposed research **original, innovative, or new**?
  + Will benefits of this research be **economic? environmental? scientific? social**?
  + Will the results be **communicated** to appropriate audiences?

## Instructions for Proposal Submission

### All pages, Cover/Signature page, Proposal and Budget Page must be formatted:

* 1 inch margins on all sides
* Page numbers in the top right hand corner ONLY
  + First Page – Cover/Signature Page
  + Center Pages – Proposal Body … *not to exceed 4 pages*

### Last Page – Budget Page

* Hard copy must be single sided.
* Submit your electronic PDF to [Penelope.Diebel@oregonstate.edu](mailto:Penelope.Diebel@oregonstate.edu)
* Email subject line must include **Continuing Research Support Program Proposal**
* Submit your hard copy to:

Continuing Researchers Support Program

c/o Penny Diebel, Assistant Dean

147 Strand Hall

Oregon State University

Corvallis, OR 97331

* Both a hard copy and an electronic copy must be submitted.

**The electronic copy of the proposal is due AT the Academic Programs Office by close of business (5 pm) onApril 18th.**

**Attachment A**

**Cover/Signature Page**

CONTINUING RESEARCHER SUPPORT PROGRAM

FUNDING PROPOSAL

TITLE:

Principal Investigator:

Academic Rank: Years at OSU: Phone Number: E-Mail Address: Cooperator (s) (if any):

Funds Requested to be used during (check all boxes that apply)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Summer 2018 |  | Fall 2018 |  | Winter 2019 |  | Spring 2019 |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student

Principal Investigator(s)

Use separate line for each additional P.I.

APPROVED BY:

Date:

Principal Investigator's Unit Supervisor(s) (Department Head, Superintendent, or County Chair)

Date:

## Attachment B

**Proposal Body**

#### Not to exceed 4 pages

Proposal:

Pay scale: what will student research make per hour?

Justification: significance of the proposed research Objectives: listed clearly and concisely

Procedures: describe research plans in concise, non-technical language (like talking to your neighbor)

Impact: describe the short and long-term impact if the research is successful References cited: Not to exceed six (6)

Timeline of project: describe current status of research project (not yet started; data collection; data analysis)

## Attachment C

### BUDGET

Salary:

Undergraduate student only (keep in mind a cost-share of one-third must be provided by the faculty)

Supplies:

TOTAL:

List any other funding sources that may be used for this work. List dollar amount available from these sources.

Include the account and activity code for fund distribution.

#### No indirect costs or overhead nor tuition charges are allowed