



**UNDERGRADUATE HONORS SCHOLARSHIPS AND SMALL PROJECT GRANTS  
Guidelines  
2023-2024**

---

**OBJECTIVE:** To support the research endeavors of Honors students and the commitment of their faculty research advisor.

**ELIGIBILITY:** Students must be a member of the FAES Honors Program, have an Individual Honors Curriculum approved on file in the College Office, and have completed the online *Honors Research Workshop*.

**AMOUNT OF SCHOLARSHIPS:** Scholarships are awarded to students whose proposals demonstrate scientific merit and quality as determined by the Honors Committee and based on dollars available and number of awards to be made. Generally, scholarships will be distributed equally among two semesters.

**AMOUNT OF SMALL PROJECT GRANTS:** Amount to be determined based on budget, with a maximum of \$2,500.

**PROCEDURE:**

Submit a proposal draft to your **honors advisor** by **FEBRUARY 22, 2023**.

You will need to submit five (5) documents:

1. Information Form\* (found at the back of this document)
2. The project proposal
3. The project budget ([pdf form](#))
4. Research advisor recommendation
5. University Scholarship and Financial Aid Application (optional)

Final proposal must be submitted by 5:00 pm on **March 22, 2023**

THE APPLICANT IS RESPONSIBLE FOR SUBMITTING ALL FIVE DOCUMENTS ON TIME.

**WHERE TO SUBMIT:** College of Food, Agricultural, and Environmental Sciences  
Dr. Pat R. Whittington  
Director, Honors Program  
Room 100 Agricultural Administration Building  
2120 Fyffe Road  
Columbus, OH 43210  
[PWhittington@osu.edu](mailto:PWhittington@osu.edu)

**\*The Information Form should be completed, signed, and used as the cover sheet for your proposal.**

---

## THE PROJECT PROPOSAL

The quality and significance of the project proposal are decisive factors in making scholarship awards. The following procedures should be followed:

- The Honors Project is to be carried out in close cooperation with a faculty research advisor and therefore, should be written in consultation with your research advisor(s). When the student's research advisor is not the same person as the honors advisor, the student must keep the honors advisor informed of the project proposal by email.
- Select a problem that you and your research advisor(s) believe can be completed within the academic year in which the scholarship is tendered.
- Prepare a typewritten project proposal, not to exceed three (3) pages single spaced or six (6) pages double spaced on 8 ½ x 11" paper. The proposal should include the following sections:
  - Title- Provides a thorough description of the project content.
  - Introduction - Evaluates and cites previous work on the problem and the present outlook on the problem.
  - Problem Identification and Justification - Why is the study being conducted?
  - Objectives and Hypothesis of the study (except where not applicable).
  - Procedures and Methods - What is the detailed process to be used in completing the investigation, or the development of the project? Include a reasonable timetable.
    - (For studies involving human and/or animal subjects a statement including the intent to secure appropriate IRB or IACUC review must be included).
  - Bibliography - Citations appropriate to the project proposal (does not count toward page total).
- Proposal should be written to a general audience, sufficiently detailed yet understandable by persons outside the field of study.

---

## THE PROJECT BUDGET\*

All proposals should include an itemized budget. If you are applying for a small project grant, you must indicate in the space provided on the Information Form. The awarding of small project grants is based on both the project proposal and an itemized budget. The amount of the small project grant is determined by using the student's estimated budget for the project and is granted to the OSU research advisor. A full, itemized budget, on a separate page (8 ½ x 11" paper) should be prepared. You are expected to follow the sample budget found at the end of this document. Even though there is a \$2,500.00 maximum amount for small project grants, please include all expenses you may incur if the amount exceeds \$2,500.00. The budget must clearly identify funds requested from CFAES, funds provided by your research advisor, and all other funding sources. Include narratives to justify your monetary requests. An itemized budget may include:

- a. Materials and Supplies
  - 1. Office supplies
  - 2. Communications
  - 3. Test materials
  - 4. Questionnaire forms
  - 5. Animals and/or plants
  - 6. Animal and/or plant food
  - 7. Laboratory supplies
  - 8. Glassware
  - 9. Chemicals
  - 10. Electronic supplies\*
  - 11. Report materials and supplies (not to include typing)
  - 12. Miscellaneous
  
- b. Travel (must be documented)
  - 1. Include as mileage
  
- c. Other Expenses
  - 1. Computer use - must be documented
  - 2. Duplication services
  - 3. Photographic services
  - 4. Telephone and postage
  - 5. Poster Preparation
  
- d. Total Expenses

**PLEASE NOTE: THE STUDENT, HONORS ADVISOR, AND RESEARCH PROJECT ADVISOR MUST DATE AND SIGN THE PROJECT PROPOSAL AND BUDGET**

***\*Personal items are not permitted. All equipment is property of OSU.***

---

#### **FACULTY RECOMMENDATIONS**

The research project advisor recommendation should be prepared after consultation with the student, and after careful review of the project proposal. The research project advisor recommendation may accompany the application or may be sent directly to the Director of Honors Program in the College Office by the due date. The applicant is responsible for meeting all deadlines.

The research project advisor recommendation should include specific information pertinent to the applicant's ability and background, significance of the project, method of scientific approach to be used by the applicant and the applicant's ability to conduct such an approach, arrangements made for fulfilling the project, a statement of achieving the results anticipated within the scholarship period, **and the ability and willingness to provide funding toward completion of the research study** (specifically, any residual cost not covered by the grant proposal herein). The recommendation should be detailed. The review committee will not be favorably impressed by general statements such as "The applicant is a good student and should do a good job."

**DEADLINE: March 22, 2023**

(Complete, sign and submit this form as a cover sheet for your proposal)

THE OHIO STATE UNIVERSITY  
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

INFORMATION FORM  
UNDERGRADUATE HONORS SCHOLARSHIPS AND SMALL PROJECT GRANTS  
2023-2024

Name \_\_\_\_\_  
Last First Middle OSU ID

Columbus/Current Address \_\_\_\_\_  
Number Street  
City State Zip

Columbus/Current Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Research Advisor \_\_\_\_\_  
(if different from Faculty Advisor)

I am applying for (check one): \_\_\_\_\_ Undergraduate Scholarship and Small Project Grant  
\_\_\_\_\_ Scholarship Only  
\_\_\_\_\_ Small Project Grant Only

If awarded, one half of the scholarship will be distributed for Autumn 2023; the second half will be distributed for Spring 2024.

Semester and year of anticipated graduation: \_\_\_\_\_

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**SUBMIT THIS FORM WITH THE HONORS PROJECT SCHOLARSHIP PROPOSAL BY MARCH 22, 2023.**

UNDERGRADUATE HONORS SCHOLARSHIPS AND SMALL PROJECT GRANTS  
CHECK SHEET

---

**FOR STUDENT USE IN SUBMITTING PROPOSAL**

\_\_\_ **February 22, 2023** Proposal draft due to honors advisor

\_\_\_ 3-6 page-typed proposal that includes:

- A. Title
- B. Introduction
- C. Problem identification/justification
- D. Hypothesis/objectives
- E. Procedures/methods
- F. Bibliography

\_\_\_ Project itemized budget - *personal items are not permitted. All equipment is property of OSU.*  
Refer to the sample at the end of this document for the required format.

\_\_\_ Signatures of student, research advisor, and honors advisor on proposal and budget

\_\_\_ Research Advisor Recommendation

\_\_\_ **March 22, 2023** Final Copy of proposal and signed letter of recommendation due by 5:00 p.m.

# SAMPLE PROPOSED BUDGET

## Proposed Budget

Category	Funds Requested	Funds Provided by Research Advisor	Total Budget
Salaries and Wages	0	3,000	3,000
Equipment	0	0	0
Animals	0	1,000	1,000
Materials and Supplies	1500	5,362	6,862
Travel	500	490	990
<b>TOTAL</b>	<b>2,000</b>	<b>9,852</b>	<b>11,852</b>

## Budget Justification

### *Animals*

Neonatal pigs (n=18)

Diets \$1000.00

### *Laboratory chemicals and supplies:*

[1-<sup>14</sup>C] glycogen, UDP-[<sup>14</sup>C] glucose, [1-<sup>14</sup>C] glucose-1-phosphate, etc.

disposable tubes, pipette tips, and other disposable plastics \$6862.00

### *Travel*

Airfare and lodging for Experimental Biology Meetings 2018 \$990.00

**Total Estimated Costs: \$11,852.00**

The research advisor will provide the additional \$9,852 to cover the additional costs not covered by Small Grants funds.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Research Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Honors Advisor Signature

\_\_\_\_\_  
Date

# SAMPLE PROPOSED BUDGET