

# College of Technology, Architecture & Applied Engineering

## *Da Vinci Society Research Support Guidelines and Application*

The College of Technology, Architecture & Applied Engineering's Da Vinci Society announces the availability of support to assist undergraduate and graduate students in meeting expenses for their research activities. This fund is not intended to support graduate thesis and project work that is a requirement for degree fulfillment. Rather it has been established as an incentive to undergraduate and graduate students to pursue and disseminate research that will enhance and strengthen their academic program. Recipients of the award are required to present the results of their research as a condition of the award.

### *ELIGIBLE APPLICANTS*

Eligibility is limited to undergraduate and graduate students involved in research not related to a thesis or project required for degree completion. All applicants must be: (1) enrolled as regular fulltime student status in a major of the College of Technology, Architecture & Applied Engineering at BGSU, and (2) in good academic standing. Only one award per degree can be granted.

### *PROCEDURES*

#### **1. Advance Approval Required**

Proposals for research support must be submitted and approved by the Da Vinci Review Committee before beginning that portion of the research activities for which support is requested; however, applications for support of your project may be made at any time. Please note that requests for retroactive funding of activities already conducted will not be considered.

#### **2. Approval of Human Subjects Review Board/Institutional Animal Care and Use Committee**

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 doing research with human subjects or laboratory animals must obtain approval from the appropriate university board. Please keep in mind that approval for research involving human subjects or animals will be deferred until the appropriate committee has reviewed and approved the project. Human Subjects Review Board (HSRB) application procedures are available at <http://www.bgsu.edu/research-economic-development/office-of-research-compliance/human-subjects-review-board/hsrb-procedures.html>. To meet these criteria, advance planning is very important.

#### **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**

Research: up to \$1000. Reimbursement procedures will be outlined in the award notification letter.

Travel: \$400. Reimbursement can be for airfare, mileage, registration and accommodations only.

*THE PROPOSAL (MUST BE TYPED)*

**A. Cover Page**

This form is self-explanatory. Complete all items that apply to the research activity, obtain signature of the program advisor and project advisor, and submit it as the front page of the proposal.

**B. Abstract**

Provide a succinct and accurate description of the research activity, which will serve as a non-technical summary of the research. Maximum number of word is 500 words

**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 \$1000. 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 intrinsically related to the activities of the research 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 cassettes, or other items not readily available through an applicant's department.

- **Equipment**

Special laboratory or field 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**

Research-related travel costs outside of Wood and Lucas Counties are allowable. The need for travel should be especially well documented, including an explanation of (1) the advantage external resources offer over local resources, and (2) the relationship of travel to project activities. Travel expenses will be reimbursed at current university rates and policies posted on the university Chrome River website. Travel of a personal nature or to professional meetings to attend or deliver a paper is **NOT ALLOWABLE**.

- **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 research activities. It should also explain how the applicants estimated this cost such as material quotation, travel quote, etc. 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 Da Vinci Review Committee will make the final determination of funding. If necessary, faculty from your department will be consulted for additional expertise.

The Da Vinci Review Committee will evaluate your proposal budget, and the relationship between research activities and budget items must be clear and convincingly justified.

### *DECISION OPTIONS*

One of three decisions will be made: (1) Approved; (2) Approved with conditions; (3) Disapproved. An “approved with conditions” (#2) 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 the applicant should amend his/her proposal before submitting reimbursement requests. Finally, a “disapproved” (#3) 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 resubmitted.

## **QUESTIONS**

Questions should be addressed to the College of Technology, Architecture and Applied Engineering office (2-7581) or email (cot@bgsu.edu). Ineligible expenses will be disallowed, so please call to confirm expense eligibility if you are unsure.

### *WHEN TO SUBMIT APPLICATIONS*

Submit the original completed application to the college office by the end of the 10<sup>th</sup> week of the semester prior to the semester in which you propose to perform the research. Retroactive proposals will not be accepted.

### *APPLICATION FORMS*

Application forms can be obtained by contacting the college office by phone 372-7581 or e-mail (cot@ bgsu.edu).

*PROPOSAL CHECKLIST* - A complete proposal must include the following:

- Cover Page Use the form provided. Fill it out completely and obtain the necessary signatures.
- 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 research activities.

College of Technology, Architecture & Applied Engineering  
Proposal for Da Vinci research support  
(Please type - Handwritten forms will not be accepted)

PART A: PROPOSAL COVER PAGE

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Local Address: \_\_\_\_\_ Major: \_\_\_\_\_  
\_\_\_\_\_ Campus Phone: \_\_\_\_\_  
Currently registered for \_\_\_\_\_ credit hours Phone \_\_\_\_\_  
GPA as of last Semester: \_\_\_\_\_ Class standing: \_\_\_\_\_  
This proposal is for:     Travel    Research

**BUDGET PERIOD:**

Desired start date: \_\_\_\_\_ Anticipated research completion date: \_\_\_\_\_  
Amount requested: \$ \_\_\_\_\_

ARE HUMAN SUBJECTS/LABORATORY ANIMALS INVOLVED?     No    Yes

If yes, approval by the appropriate Review Board is required. See guidelines for application information.

Human Subjects     Laboratory Animals    Date Approved: \_\_\_\_\_    HSRB ID#: \_\_\_\_\_

CHECK LIST:     Abstract     Budget and Justification     Copy of topic approval documentation

◆◆◆◆ **REQUIRED SIGNATURES** ◆◆◆◆

Obtain signatures before submitting your application to the college office.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Faculty Mentor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Project Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\*\*\*\*\* **for Da Vinci Society use only** \*\*\*\*\*

DECISION:     Approved     Approve w/c    AMOUNT \$\_\_\_\_\_     Disapprove

COMMENTS/MODIFICATIONS: \_\_\_\_\_  
\_\_\_\_\_

Da Vinci Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

**PART B: ABSTRACT**

Present a concise summary of the research activities proposed, including 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.)

	Requested From College of Technology	Provided by Other Sources *	TOTAL COST
<b>Materials/Supplies:</b>			
_____			
_____	\$ _____	\$ _____	\$ _____
<b>Permanent Equipment:</b>			
_____			
_____	\$ _____	\$ _____	\$ _____
<b>Travel:</b> <i>(use attachment if additional space is needed)</i>			
Destination: _____			
Purpose: _____			
Cost: _____	\$ _____	\$ _____	\$ _____
<b>Communication Costs:</b>	\$ _____	\$ _____	\$ _____
<b>Consultants or Temporary Employees</b>	\$ _____	\$ _____	\$ _____
<b>Other:</b>			
_____	\$ _____	\$ _____	\$ _____
_____			
<b>TOTAL REQUESTED</b>	\$ _____	\$ _____	\$ _____
<p>* If known, please identify the source(s) and nature of contribution in your budget justification. Identify only those cash awards received.</p>			
<b><u>PART D: BUDGET JUSTIFICATION</u></b>	Present written justification relating the proposed expenses to the research activities. Any funding request not documented will be denied. Also, describe any budget calculations not immediately discernible on the line item budget.		