

BETHA Submission Instructions



Instructions

- Please email a single PDF of all materials to betha@research.osu.edu
- Deadline for receipt of proposals is **Tuesday, November 21, 2017, at 5 p.m**
- Late, incomplete or improperly formatted proposals will be returned without review
- If your research involves the use of human or animal subjects, you must submit the necessary paperwork or protocols to Ohio State's Office of Responsible Research Practices. They can be reached at 614-688-8457, or visit orrrp.osu.edu/

Battelle Endowment proposals must include all of the following:

1. **Cover Page** (*Use form provided*)
2. **Project Narrative** (*Not to exceed 1,500 words*)

The main body of the proposal should be double-spaced and not exceed 1,500 words. Documents should be composed in an easy-to-read font (e.g. Arial). The project narrative should be written for a general (i.e., non-specialist) audience, as the review committee is composed of faculty from across the university representing a wide range of disciplines. At a minimum, the narrative should address the following:

 - a. **Description of the Project:**
 - The problem to be addressed and its importance and relevance
 - The audience to be reached and the means by which it is to be reached
 - The likely effectiveness of this means of addressing the problem
 - The characteristics of a lasting product of the project, if any
 - If the project will result in a product or publication, a plan for its dissemination
 - If the proposed activities are part of a larger project, discuss the project's history and any plans for the future, including organizing support. Letters from the principles of this larger project must be included.
 - b. **Discussion of Relationship to the Battelle Endowment Mission:**

The primary mission of the BETHA Endowment is to influence future leaders so that scientists and engineers become more sensitive to the human impacts of technology and its potential to address societal needs, and to create a better understanding of the capabilities and limitations of science and technology.
3. **Budget Form and Budget Narrative**
 - a. **Budget Summary Form** (*Must use form provided*)
 - b. **Budget Narrative** (*one page*) Provide same format as Project Narrative giving a brief narrative of the major line items to be funded by the Battelle Endowment. The narrative should be on a separate page immediately following the detailed budget form.

Note:

- Personnel costs should be based on accurate current levels for salary and benefits obtained from the fiscal officer of your academic unit. For graduate research assistant (GRA) support, this figure must include both a stipend and a tuition waiver.
- Personnel must be justified in terms of their specific tasks related to the project
- The Battelle Endowment does not fund faculty release time or summer salary
- The Battelle Endowment does not fund overhead or indirect costs

See the following websites for additional information:

- Tuition: registrar.osu.edu/FeeTables/MainFeeTables.asp
- Benefits: hr.osu.edu/benefits/
- Equipment costs should reflect estimates based on current market prices. For example, if purchasing a computer, please consult with an Ohio State-approved vendor for specific prices, with the understanding that prices may change between the submission of your proposal and the awarding of a grant. On the budget narrative page, please justify briefly why such equipment is unavailable to you, or why a dedicated piece of equipment is required for this project. All hardware purchased becomes the property of your academic unit, which assumes all responsibility for future maintenance and upkeep. The Battelle Endowment does not provide funds for ongoing maintenance or support.

Note Cont.:

- Travel costs also need a brief justification, with expenses consistent with current university guidelines for transportation and per diem
- Please note that all budgets are subject to final approval before an award is made, and a revised budget may be requested by the committee. All-or-nothing budgets may hinder the competitiveness of your proposal.

4. Biographical Sketches *(1 page each)*

Provide a one-page biographical sketch for each project participant, starting with the project coordinator. These should indicate his/her qualifications for carrying out the project, including the standard curriculum vitae information, a list of a few recent and relevant publications or other scholarly works and a brief description of any experiences relevant to this proposal. Please do not send a biographical sketch longer than one page.

5. Letters of Support

Include support letters from:

- The chair of the project coordinator's academic unit
- The dean of the project coordinator's college
- Each collaborator outside the university indicating their willingness to participate and describing any resources they will bring to this project

Missing letters, especially from deans and department chairs, will result in disqualification of the proposal.

Letters of support should be addressed to:

Battelle Endowment Selection Committee
The Ohio State University
Office of Research
208 Bricker Hall
190 North Oval Mall
Columbus, OH 43210