



## **How often is the competition held?**

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BETHA is an annual competition. The submission deadline for 2019 proposals is **Tuesday, November 27, 2018 at 5 p.m.**

## **How many grant applications are received each year?**

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The number of applications varies from year to year. Past years have seen as many as 40 and as few as 17 submissions.

## **How many grants are awarded each year?**

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Typically, three to six projects are funded each year, depending on available funds.

## **What is the usual Battelle Endowment grant award?**

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Awards range from \$10,000 to \$60,000 for a two-year project.

## **When will grant winners be announced?**

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Award announcements are made in mid-to-late March.

## **If my project is selected for funding, when will the funds be available?**

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Funds are transferred to the project coordinator's college/department for distribution as of July 1 of the award year. (i.e., for awards announced in the spring of 2019, funds will be available on July 1, 2019)

## **Can adjunct or part-time faculty apply?**

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No. Only full-time assistant, associate and full professors (with a minimum 75% appointment for a nine or 12-month period) can apply for Battelle Endowment funding. However, adjunct, part-time faculty or permanent staff may serve as part of the project team.

## **Do I need to submit an electronic copy of the proposal?**

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Yes. This entire proposal must be sent electronically as a single PDF document to [betha@research.osu.edu](mailto:betha@research.osu.edu).

## **How long should the biographical information be for each investigator?**

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No longer than one page (one-sided).

## **Can the project narrative be more than 1,500 words?**

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No. If you choose to include references/graphics/figures/footnotes, they must fit within the 1,500 word limit (approximately five pages). However, additional essential supporting information can be posted on a website and the URL included as part of the 1,500 word limit.

## **Should I send the support letters separately?**

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No. All support letters must be included with your application packet.

## **Who should write the letters of support?**

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Support letters must be included from the project coordinator's department chair and dean. (If you are a department or unit chair, request a letter from your dean.) If your project involves collaborators from outside of Ohio State University, include letters from them stating their commitment to the project. Regardless of your position, you are not permitted to write your own letter of support.

## **If my proposal includes faculty from multiple colleges and departments, do I need to submit support letters from the chairs and deans of each college/department?**

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No. A support letter is required from only the project coordinator's department chair and dean.

## **Is there a template for support letters? If not, what information should be included?**

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No, there is not a template for support letters. An adequate support letter will address (1) the merits of the project, (2) its potential benefit or impact on the department/college and beyond, (3) confirmation that the college/department supports the project, (4) the confidence that the project coordinator can successfully complete the project.

## **If I have received a Battelle Endowment grant in the past, can I apply for a new grant?**

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Yes, however, you must wait one (1) year after submitting your final report for the previous project before applying for a new grant.

## **I was a co-investigator on a BETHA grant awarded last year. Am I eligible to submit a proposal this year?**

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Yes. Provided you were listed only as a co-investigator, you may submit your own grant proposal this year.

## **Can I submit more than one proposal?**

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Yes. There is no limit to the number of proposals which can be submitted by one individual.

## **Can I apply for a multiple-year grant?**

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Battelle Endowment grants are usually for a period of two (2) years. If special circumstances require additional time for your project to be completed, please clearly explain these in the project narrative and the committee will take this into consideration.

## **Is there a specific format to be used for the budget?**

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Yes. The required pre-formatted budget template is provided for you in a fillable PDF format. If you require the budget form in a different format, please contact the BETHA Coordinator at [betha@research.osu.edu](mailto:betha@research.osu.edu) or 614-247-4764. Grant proposals submitted using other budget forms will not be accepted.

## **Does the grant require matching funding sources?**

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No. However, matching funding sources are strongly encouraged. Matching funds can be made by your department or by partners outside of the university, and can be either cash or in-kind contributions. Please make sure that the source and type of matching funds are clearly itemized in your budget.

## **Does the grant allow indirect costs on the budget?**

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No. Overhead or indirect costs are not allowable budgetary items.

## **If I plan to hire a graduate student, do I need to include tuition and fees?**

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Yes, unless you arrange to have these costs covered by your department or college. Use the following guidance:

- If the graduate student(s) will be hired for 50% time on this grant, include costs for their full tuition and fringe benefits
- If they will be hired for 25% time on this grant, include costs for 50% of their tuition and fringe benefits

## **What is the cost of tuition and fees?**

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Check with the fiscal staff in your department to determine the exact amount necessary for your field. Please refer to the registrar's website for the most current information regarding tuition and fees. [registrar.osu.edu/FeeTables/MainFeeTables.asp](http://registrar.osu.edu/FeeTables/MainFeeTables.asp)

## **Do I have to pay fringe benefits for all employees hired through this grant?**

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The university subsidizes a portion of health insurance costs for graduate students. If you are hiring a graduate student, check with your department's fiscal staff to determine the exact amount for fringe benefits.

## **What if I overspend my grant funds?**

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If your account is overspent, it is the responsibility of your department to repay the Battelle Endowment.

## **What if my research involves human or animal subjects?**

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Research involving human or animal subjects must be approved by The Ohio State University's Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC). For more information, contact the Office of Responsible Research Practices at 614-688-8457 or refer to their website at [orrr.osu.edu/](http://orrr.osu.edu/).

## **Who is on the Battelle Endowment committee?**

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Committee members are current Ohio State University professors from a variety of disciplines. Many are past Battelle Endowment grant recipients.

## **What happens to the materials and equipment purchased through a Battelle Endowment grant?**

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All materials and equipment purchased are the property of The Ohio State University. At the end of the grant period, all equipment and unused materials and supplies (regardless of the cost) will be handled by the project coordinator's college or department.

## **Are there any tips you can offer to help improve my chances of being awarded a grant?**

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- Double check the math on your budget form
- Make sure your application clearly explains how your project fits the Battelle Endowment mission
- Request letters of support from department chairs and deans well in advance of the deadline. Proposals submitted without these letters will not be accepted.

## **What if I still have questions?**

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Contact the Battelle Endowment coordinator at [betha@research.osu.edu](mailto:betha@research.osu.edu) or call 614-247-4764.