# Submission Instructions

*Battelle Engineering, Technology and Human Affairs (BETHA) Grant Competition*

**THE OHIO STATE UNIVERSITY**
ENTERPRISE FOR RESEARCH, INNOVATION AND KNOWLEDGE

University Square South
15 E. 15th Avenue, 4th Floor, Columbus, OH 43201

## Instructions

1. Submit the application as a single PDF of all materials through the submission portal: https://orapps.osu.edu/fundops/admin/opportunity/7097
2. Deadline for receipt of proposals is **Friday, March 27, 2026 at 5 p.m.**
3. Late, incomplete or improperly formatted proposals will be returned without review.
4. If your research involves human subjects, you must submit an online application through Huron IRB. For questions, contact the ERIK Responsible Research Practices team at 614-688-8457 or email IRBinfo@osu.edu.
5. If your research involves animal subjects, you must submit an online application through eProtocol. For questions, contact the IACUC support team at 614-292-4494 or email iacucinfo@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:**
3. 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 empower scientists and engineers to address the human impacts of technology and to create a better understanding of the capabilities and limitations of science and technology. With a focus on social needs, the endowment seeks to foster work that contributes to the welfare and quality of living of contemporary societies and individuals.
4. **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.
- 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

Review the following websites for additional information:
- Tuition: https://registrar.osu.edu/student-hub/tuition-and-fees/
- Benefits: https://hr.osu.edu/benefits/

Note Continued:

- 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.
- 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.

5. **Biographical Sketches** *(One 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.
6. **Letters of Support** *(Must be included as part of proposal submission PDF)*
   a. **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 the project
   b. **Missing letters, especially from deans and department chairs, will result in disqualification of the proposal.**

**For questions prior to submission, contact:**
Angela Wilkins
Enterprise for Research, Innovation and Knowledge
University Square South, 15 East 15th Ave. Columbus, OH 43201
wilkins.367@osu.edu
614-292-4008

# Proposal Checklist

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## Proposal Checklist

Project Title

Project Coordinator

- ☐ 1. Cover Page *(Use the form provided)*
- ☐ 2. Project Narrative *(Not to exceed 1,500 words)*
  - ☐ Description of the Project
  - ☐ Discussion of Relationship to the Battelle Endowment Mission
- ☐ 3. Budget Summary Form *(use form provided)*
- ☐ 4. Budget Narrative *(one page)*
- ☐ 5. Biographical Sketches *(one page each)*
- ☐ 6. Letters of Support
  - ☐ Chair of project coordinator's academic unit
  - ☐ Dean of project coordinator's college
  - ☐ Letter from each collaborator from outside The Ohio State University

# Proposal Cover Page

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## Proposal Information

Project Title

| Project Coordinator | Department Affiliation | Telephone Number |
|---|---|---|
| Email Address | Campus Address | |

## Names and department affiliations of co-investigators who should be acknowledged in publicity:

*Attach additional page if necessary*

1.

2.

3.

4.

5.

6.

| Project Start Date | Project Completion Date |
|---|---|
| Total Project Budget *Must match total on Budget Summary Form* | Batelle Funding Requested *Must match total on Budget Summary Form* |

## Project Abstract (100 words or less)

*Briefly summarize the problem to be addressed, the proposed activity and the expected outcome of the project*

# Budget Summary Form

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## General Information

Proposal Title

Proposal Coordinator

Department

## A. Personnel Cost

Itemize the personnel cost on the budget narrative page

| Personnel *Show number in ( )* | Monthly Rate | # of Months | BETHA Funds Requested | Other Funds Requested |
|---|---|---|---|---|
| 1. (　) Administrative & Professional *i.e. techs* | $ | | $ | $ |
| 2. (　) Specials *GRA, GTA, GAA, or undergrads* | $ | | $ | $ |
|    2a. (　) Tuition Waiver | $ | | $ | $ |
| 3. (　) Faculty *BETHA does not fund faculty release time, however you may count this as part of your matching funds.* | $ | | ✕ | $ |
| 4. (　) Civil Service Employee *i.e., clerical* | $ | | $ | $ |
| 5. (　) Fringe Benefits *Include health insurance for GRAs* | | | $ | $ |
| Total Personal Cost | | | $ | $ |

## B. Equipment

List items over $1,000; Itemize the equipment on the budget narrative page

| List Equipment | BETHA Funds Requested | Other Funds Requested |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| | $ | $ |
| Total Equipment Costs | $ | $ |

## C. Travel

Itemize domestic and international travel on the budget narrative page

| Type of Travel | Transportation | Meals | Lodging | Total | BETHA Funds Req. | Other Funds Req. |
|---|---|---|---|---|---|---|
| Domestic | $ | $ | $ | $ | $ | $ |
| International | $ | $ | $ | $ | $ | $ |
| Total Travel Costs | | | | $ | $ | $ |

# D. Honoraria and Speaker's Fees

| Description of Honoraria and Speaker's Fees | BETHA Funds Requested | Other Funds Requested |
|---|---|---|
| | $ | $ |
| | $ | $ |
| | $ | $ |
| Total Honoraria and Fees | $ | $ |

# E. Miscellaneous Costs

Itemize miscellaneous costs on the budget narrative page

| Miscellaneous Cost and Fees | BETHA Funds Requested | Other Funds Requested |
|---|---|---|
| Publication Costs/Reproduction/Dissemination | $ | $ |
| Technology Services | $ | $ |
| Licensing, Copyright Fees, etc. | $ | $ |
| Supplies/Equipment/Other Miscellaneous Costs | $ | $ |
| Total Miscellaneous Costs | $ | $ |

# F. Total Project Costs

Must match totals on proposal cover page

Total BETHA Funds Requested:  $ _____

Total Other Funding Sources:  $ _____

Total Project Costs:  $ _____