

Undergraduate Student Government’s

Academic Enrichment Grant

**DEADLINE: Thursday, May 17, 2012**

As a representative of the student body, Undergraduate Student Government (USG) recognizes that the academic experience is not limited to the classroom. In collaboration with the Office of Academic Affairs and its commitment to students, USG seeks to foster various forms of academic enrichment. USG is proud to offer Academic Enrichment Grants (AEGs) ranging from $100 to $1,000 for Spring Quarter 2012 to fund such learning experiences. Be aware that most grants awarded will be close to $500, while grants of $1,000 will be more limited. New recipients are selected during application cycles in November, February, and May. Funds are available for students of all undergraduate majors and can be utilized for a variety of purposes, including, but not limited to, research, creative work, and professional development.

**What can be funded?**

Some examples of fundable expenses are:

* travel: conference or special workshop fees, airfare or gas, hotel expenses
* media and technology support: publicity support for presentations or creative work, equipment, online journal subscriptions
* material and supplies:lab fees (i.e. costs to professors, chemicals, etc.), material project support, compensations for research subjects

Overall, AEGs are intended to finance collegiate learning experiences that occur beyond time in class. The above list is not exhaustive and all student pursuing projects that will serve to enrich their undergraduate academic experienced are encouraged to apply.

**Not Fundable**

* general OSU or study abroad tuition
* expenses related to a job, e.g. an interview
* personal leisure travel
* professional or graduate school interview expenses

**Applicant Eligibility**

Recipients generally should be enrolled as full-time students (at least 12 quarter credit hours) to be considered eligible for USG funding, although part-time enrollment with heavy research emphasis is allowable.

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| **Parts of the Application**AEG applications must include one copy of each of the following to be considered for funding. Applications missing any part will not be accepted. 1. Personal Information – page 5
2. Official Budget with any necessary documentation. Do not redact your name. Instructions on page 4.
3. Advising Report (from “Advising Report” on buckeyelink.osu.edu); used solely to verify rank and program. Report will not be reviewed as part of scoring process. Do not redact your name. Document will be shredded after use.
4. Academic and Project Information – page 6
5. Project Proposal – instructions on page 4
6. Reference – page 7
7. Optional: copy of Letter of Recommendation

**Timeline Spring Quarter 2012**Thursday, May 17, 2012: Deadline for application submission.No applications accepted after this date.**Submission**Please return your application materials marked “USG Academic Enrichment Grants” to the front desk of the USG Office, Room 2088, in the Ohio Union by Thursday, May 17, 2012. Pages, like this one, on which you did not provide any information do not need to be submitted. Feel free to contact Kyle Coss (coss.29@osu.edu) with any questions.In general, the office is open for you to submit your application, Monday–Friday 8:30am – 4:00 pm. Within 4 weekdays of application submission, you will receive an e-mail acknowledging receipt; should this not occur, contact coss.29@osu.edu  |

**Method of Selection**

Applications are reviewed by a committee of undergraduate students. From the applicant pool, approximately 14 grant recipients will be selected with varying grant amounts based on application score.

**Reapplication**

Under current guidelines, if you are denied an AEG, you may reapply the following quarter or semester. If you are selected for an AEG, you may reapply the next academic year if you continue the project or begin a new one. You can receive up to three AEGs during your collegiate career.

Students are advised that USG fully adheres to the university non-discrimination statement.

**ITEMIZED BUDGET INSTRUCTIONS**

Submit official documentation of the budget for your project. From whom you should receive your documentation will depend upon the nature of your project. For example, study abroad students should receive a “Financial Aid Study Abroad Budget Letter” from the Office of International Affairs. OSU academic advisors, research advisors, and program coordinators can supply budgets for other projects; third party organizations also can sometimes. In some situations, you will be helping to compile the budget and then receive final approval from one of the individuals listed above. Please contact Kyle Coss at coss.29@osu.edu with any concerns.

Likewise, any specific form used to document your budget will vary by the department or individual supplying it. Regardless, the documentation should include the signature and contact information for the individual completing the form.

Do not redact your name or alter the documentation for your budget.

**PROJECT PROPOSAL INSTRUCTIONS**

A project proposal is an element of this application. Try to avoid technical language someone in a different major could not understand. The project proposal should be no more than two typewritten double-spaced pages and include the following:

1. Statement of purpose that includes the project description and the student’s objective in undertaking the proposed project (i.e. what the student wishes to gain from this experience).
2. Brief detail of work already accomplished or undertaken on this project.
3. The significance of this project to the student and the overall academic experience.



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| **Personal Information** |
| **Full Name**  |  |
| **Email Address** |  |
| **Local Address** |  |
| **Permanent Address** |  |
| **Telephone** |  (xxx-xxx-xxxx) |
| **First quarter at OSU-Main Campus** |  (Qtr. – Year)  |

I attest that all the information I provided in my complete application is correct to the best of my knowledge and belief.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Again, please return your application materials marked “USG Academic Enrichment Grants” to the USG Office, Room 2088, in the Ohio Union by 5/17. Feel free to contact Kyle Coss (**coss.29@osu.edu**) with any questions.*



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| **ACADEMIC INFORMATION** |
| College |  |
| Major(s) |  |
| Minor(s) |  |
| Cumulative OSU GPA |  |
| Expected Graduation Date |  |

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| **PROJECT INFORMATION** |
| Project Title  |  |
| Faculty Project Advisor(Name and Department) |  |
| Faculty Advisor Email |  |
| Other Sources of Project Funding |  |
| Quarter in Which Grant will be Used |  |
| Amount Requested ($100-$1,000);Note especially when requesting an amount over $501, if you are selected for a grant, you may not receive the full amount requested. Most grants are near $500 in value. |  |
| Would it be possible for your to accept a partial award?  |  |



For this portion of the application, you must include a reference. If you elect, you can also have this person, or a different one, write an optional letter of recommendation.

The reference can be any academic/professional faculty or staff member who has influenced you to pursue a project. Academic advisors, graduate teaching assistants, lab instructors, professors, and student organization advisors are all suitable.

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| **REFERENCE** |
| Faculty/Staff Name  |  |
| Position and Department |  |
| Reference Email |  |
| Reference Phone  |  |
| How reference is familiar with you |  |

The optional letter of recommendation should be on official letterhead and include the following:

1. What is the significance of the proposed project?
2. How well prepared is the student to undertake the project? Have you supervised the student on a past research project?
3. Any additional comments.