



I. Award Guidelines

Undergraduate Student Government's (USG) Academic Enrichment Grant (AEGs) program presents students with the opportunity to help fund academic experiences outside the classroom by offering grants of up to \$1200. These experiences should be directly related to the applicants' field of study. They may include, but are not limited to, research, creative work, and professional development.

Applicants will be evaluated holistically as we will look at the student's proposal, resume, academic record, and budget. Applicants will be evaluated on the strength of presentation of their learning goals

Guidelines:

- Applicants must be a current full-time undergraduate student (12+ Credit Hours)
- Applicants must be attending the Columbus Campus at The Ohio State University
- Student must be in good academic standing at The Ohio State University
- Applications must be submitted on time (**by 11:59pm the day the application window ends**) and be 100% complete to be considered for an award
- Projects must occur within the specified period for each application cycle. These deadlines are specified on the AEG page of the USG website.
- Original receipts with payment confirmation must be submitted within three weeks after the specified end date applicants provide in their application
- Applicants will be awarded up to \$1200. Applicants may only receive partial coverage for their activity even if the cost is more than \$1200. This is to ensure that as many students as possible receive at least some funding to aid their experience.
- Receipts for all expenses must be submitted to usg.aeg@gmail.com within 3 weeks of the project end date.
- Failing to submit a receipt in time will result in a hold put on your university account and you will be billed back the cost of the award.

II. Eligible Expenses Guidelines

The following breakdown serves to assist potential applicants in determining what possible academically enriching activities can be funded.

Possible Eligible Expenses include, but are not limited to:

- Conference registration
- Travel/housing for activity
 - Airfare, gas, hotel expenses, etc.
- Materials and supplies:
 - Lab chemicals, lab goggles, lab fees, computer software, etc.
 - Any other materials required for activity with rationale in budget proposal
- Workshops
- Media and technology support
 - Expenses related to project undertaking and presentation e.g. online journal subscriptions, software expenses, poster boards etc.
- Other expenses specified with rationale in application

Expenses Not Eligible:

- Any Ohio State Tuition (General or Study Abroad Tuition)
- Paid Job or Internship
- Student organization expenses (AEGs are for individuals)
- Compensation/rewards for research study participants
- Alcohol
- Tobacco
- Fire arms

III. Application Components

The application can be accessed at <https://usg.osu.edu/secure/aeg/>.

AEG applications must include each of the following in order to be considered for funding. Applications missing any part will not be considered. Please pay close attention to these instructions as they may differ from past applications. Make sure your application is for AEGs and unique to AEGs, for example do not just resubmit a STEP application.

1. Basic and Academic Information (first and last name, dot number, academic year, major, etc.)
2. Professional Resume
3. Project Proposal

An outline describing the project and how it will be unique and academically enriching for the applicant; discusses the importance of the project in regard to both personal and professional growth (1-2 pages, double spaced)

4. Budget Proposal

A visually clear breakdown of all the itemized expenses related to the project. This should include expenses not planned to be covered by the grant, if student is selected to receive one. Student should follow up their chart/visual with a brief explanation of the expenses and the impact of receiving funding (few sentences to one paragraph).

5. Reference Letter from OSU faculty (cannot be related to the applicant)

Project Proposal Instructions

- One to two pages, double spaced
- A description of the project, outlining the details, timeline, and overall purpose. Discuss why you want to do this project and what qualifies you for it.
- If the project is ongoing, talk about any work already accomplished on the project and what your future goals for the project are. Highlight how the funding will further your project or get it off the ground.
- Describe the effect that you think the project will have on you and your academic experience.
- Here are some guiding questions to help you write this:
 - What are your personal and academic learning goals for this experience?
 - How will this experience allow you to achieve those goals?
 - How is this experience related to your field of study?
 - How will this experience further your personal and professional pursuits in your field of study?

Budget Proposal Instructions

Submit a budget proposal with your project. For some projects, you may already have been provided with a budget; this is the case for study abroad students who receive a Financial Aid Study Abroad Budget Letter. However, for many applicants, you will need to compile a list of expenses.

Your budget should include:

- Individual expense item(s)
- Total project cost
- Items that would be funded by AEG
- Vendor for each item, if known or applicable
- Brief explanation of expenses and the need for those expenses. See the example budget on the website for a place to start.

Reference Instructions

The reference can be any 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. If the individual wishes, they may confidentially email usg.aeg@gmail.com to be included in your application materials. If this is the case, you may attach the reference's contact information in place of attaching the recommendation itself.

IV. Frequently Asked Questions

Q: *Can I use my AEG to pay for an Ohio State University charge (tuition, program fees, housing)?*

A: No. Money from AEG's cannot be paid to the university as the funds provided come from Student Financial Aid and are therefore OSU's to begin with. This also includes education abroad experiences as they are also considered Ohio State tuition.

Q: *Can I use my AEG to pay back some sort of loan/receipt?*

A: No. All grant money must be used for an upcoming cost and cannot be used for reimbursement. All receipts must be mailed to (NEW EMAIL) within three weeks after the specified end date of the project.

Q: *Can I use my AEG for WAIP?*

A: No. We have seen a trend of students applying to use money for the Washington Academic Internship Program (WAIP) and discourage in doing so due to the costs being associated with OSU program and housing fees. Moreover, WAIP internships tend to be paid, which violates one of the stated guidelines for AEGs.

Q: *Can I use my AEG for a service trip?*

A: Typically, no, service trips aren't considered "academic" in nature and the purpose of these awards is to fund an academic pursuit related to the applicants' field of study.

Q: *How can I make my application better?*

A: Focus on the mission of AEG's to enrich academic success outside of the classroom on a field related to what you are studying at Ohio State. Be specific and thoughtful with your project proposal; applications should indicate that you have already put extensive thought into your anticipated expenses and the overall extracurricular benefits of your project!

V. Grading Rubric

Project Proposal

0-4 pts	Proposal clearly states what the project is and describes all components of the project
0-4 pts	Proposal clearly states intended personal and academic learning goals for the project
0-5 pts	Project proposal adequately demonstrates how the project will allow the applicant to achieve their personal and academic goals
0-4 pts.	Applicant is able to demonstrate effectively how their project directly relates to their field of study
0-3 pts	Project proposal is compiled neatly and without significant grammar or spelling errors.
Total:	20 pts

Budget Proposal

0-3 pts	Budget is clear, concise, and highlights all specific expenses required for the activity.
0-3 pts	Applicant shows the impact of funding from AEGs and how they will help with the completion of the project.
0-1 pt	Includes any project expenses that the AEG portion of funding will not cover (i.e. out of pocket expenses, scholarships for project, etc.).

0-1 pt	Budget proposal is compiled neatly and without errors.
Total:	8 pts

Resume

0-4	Resume effectively communicates the applicant's current academic pursuits, work experience, leadership experience, and any other relevant skills/qualifications
0-3	Resume is professional, neat, and without errors
Total:	7 pts

Letter of Recommendation

15 pts.	Detailed letter from OSU faculty or staff member with personal, specific references to the applicant and their qualities. Recommender has had extensive contact with student.
Total:	15 pts

TOTAL: 50 POINTS