A. Purpose
The Glenn College PhD Student Small Research Grant program aims to support doctoral students to conduct scholarly research that will ideally result in a publishable paper. Glenn College PhD students may apply for up to $1,000 for a specified research project. This document describes the requirements and process for Glenn College PhD students to apply for the Small Research Grant.

B. Audience
John Glenn College PhD students

C. Policy and Procedures
POLICY
The College encourages PhD students to pursue scholarly research while enrolled in the doctoral program. The Glenn College PhD Student Small Research Grant will allocate up to $2,000 annually to help support doctoral student research through a competitive application process that will take place during Spring semester of the academic year. Students may submit proposals for research funding of $200 to $1,000. More than one student may be awarded funding in a given competition, not to exceed $2,000 total to be allocated each year. Funds may be used to support a variety of research activities such as the purchase of data, original data collection, and travel expenses related to data collection. Small Research Grant funding cannot be used to cover stipends or supplemental compensation to the applicant. This funding is not intended to support conference travel expenses. For more information on conference funding, please refer to the PhD Conference Funding Policy and Procedures document.

PROCEDURES
Interested PhD students must apply for the PhD Student Small Research Grant by the spring deadline provided by the Doctoral Studies Chair. The doctoral committee will review applications and announce funding decisions on or before May 1 of each academic year.
To apply for the Small Research Grant, please submit a short proposal to the Director of Doctoral Studies by the deadline provided. The format of the proposal should be double-spaced with one-inch margins and 12-point or larger font size. The proposal should include the following components:

(1) A brief research statement (no more than 3 pages inclusive of figures, tables, and appendices) about the research that describes the problem, methods, expected results, and basic and/or applied significance. The text should reflect both the overall design and current status of the various parts of the research. References may not exceed one additional page beyond the three pages of text.

(2) A brief work-plan (no more than 1 page) that includes the timeline for conducting the research.

(3) A budget narrative (no more than 0.5 pages) indicating how the Small Research Grant funds will be used to execute the research activities. This narrative should also explain the significance of this funding (e.g., the purchase of new data, etc.) to the research project. Funds should be spent within 12 months of the award date.

The doctoral program committee will review each application with consideration of the following criteria:

- The articulation of the research problem and its contribution to public affairs
- The appropriateness of the research design and methods
- The feasibility of the work-plan
- The budget and budget justification and significance of this funding to the research project
- The student’s progress in the PhD program. This determination is based predominately on the most recent annual review. Students who are not making adequate progress (per the doctoral handbook) are unlikely to receive Small Research Grant funding.

The Director of Doctoral Studies will notify PhD students of the award decision on or before May 1st. Funded students will coordinate award logistics with the Glenn College Grants and Contracts Specialist.

D. Policy Contact
John Glenn College of Public Affairs

- Katie Vinopal, Associate Professor, vinopal.4@osu.edu
- Kim Young, Chief Administrative Officer/Senior Fiscal Officer, young.1807@osu.edu

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