ARTS UNDERGRADUATE RESEARCH SCHOLARSHIP
APPLICATION AND PROPOSAL FORM

Application Checklist:

☐ Completed application form, including budget
☐ Project proposal
☐ Recommendation from Arts supervising faculty advisor

Supporting Materials:
Your application for an Arts Undergraduate Research Scholarship must be accompanied by a project proposal, a budget, a recommendation letter from the Arts and Sciences supervising faculty advisor and the signature of the department/school faculty honors advisor.

- Projects focused in the creative processes, which culminate in works of art and/or performance, applicants should submit DVDs or CDs (no more than ten images for visual arts and no more than 2 minutes for performing arts).
- For students who desire to apply for graduation with distinction, applicants must complete the Arts Graduation with Distinction Application Form. Please visit http://ascadvising.osu.edu/node/190 to apply.

Where to submit:
Garett Heysel, Assistant Dean & Administrative Director
Arts and Sciences Associate Dean’s Office
114 University Hall, 230 North Oval Mall, Columbus, OH 43210
(614) 292-4063

Submission Deadline(s):
Autumn Semester – Friday, October 16, 2015 (before 5:00 pm)
Spring Semester – Friday, March 25, 2016 (before 5:00 pm)

Eligibility Criteria:
You must be enrolled in a major in the Arts (Art, AAEP, Dance, Design, History of Art, Theatre or Music) and will be working on the project during the last year of your major program by Autumn semester.

Amount of Award:
The amount of the award varies and is paid toward any University fees from the Office of Student Financial Aid. The amount of the award may be modified for those recipients who also receive funding from other sources.

Funding Conditions:
By federal law, no student can be awarded aid in an amount which exceeds the estimated cost of education as established by the Office of Student Financial Aid. Therefore, for example, if you are already receiving a complete financial aid package, the research scholarship will substitute for some portion of that aid with no net increase of funds to you. An exception to this rule is allowable only for items legitimately listed on the budget, the amount of which can be awarded to you regardless of other aid. Applicants should list all expenses associated with the project, since such costs represent a financial commitment to the research, and it is that commitment which justifies additional assistance to students currently receiving other scholarships and/or loans. (Lost income and tuition/fees are not expenses that can be included in the budget.)
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Enrollment Conditions: Recipients generally must be enrolled as full-time students (12 credit hours) during the semester in which they receive scholarship funding. Recipients must also be in compliance with the Satisfactory Progress Policy of the Office of Student Financial Aid. Students applying for Graduation with Distinction in their major should do so through the ASC Honors Office.

Method of Selection: Applications, proposals and letters of recommendation are reviewed by the Arts Honors Program Committee. The number of scholarships awarded will be determined by the amount of funds available and the quality of proposals submitted.

Final Report: One copy of the final report/thesis is to be electronically filed with the Honors Director. The final report must be countersigned by your Project Advisor.

Project Advisor: The Project Advisor must be a faculty member with the rank of Assistant, Associate or Full Professor in the Arts.

THE PROJECT PROPOSAL

Because most applicants are of comparable promise and ability, the quality and significance of the research project are decisive factors. Consequently, please pay close attention to the following project proposal guidelines.

1. Creative Activity and Research in the context of a project in the Arts shall mean any endeavor which seeks to apply, extend or refine concepts and methods pertinent to enrollment units in the Arts. For example, projects may utilize established methodologies employed by education or the social or natural sciences; they may utilize historical, reflective, critical or analytic modes of inquiry drawn from the humanities; or they may be focused in the creative processes which culminate in works of art and/or performance.

2. Select a research topic which you and your faculty project advisor believe can be completed within the time in which the scholarship is tendered. Elaborate proposals with questionable timetables will not be viewed upon favorably.

3. Prepare a project proposal of not more than 5 double-spaced typewritten pages, using 12 pt Times New Roman font with 1-inch page margins. Any proposal not conforming to these requirements will not be considered.

4. Proposals must include the following headings in the suggested order:

   I. ABSTRACT: Provide a brief description of the project (25 words or less).

   II. THESIS STATEMENT: Explain the purpose of the project, the problem in which you are addressing and any research questions that will help guide you in your process.
III. **METHODOLOGY/PROCESS**: Explain the method in which you plan to conduct this project. Please mention how the methodology relates to the project’s budget.

IV. **SIGNIFICANCE**: Explain the relevance of the project, how it will extend the field or bring forward new knowledge in the field.

V. **RESEARCH EXPERIENCE**: Provide a brief background of how you have prepared for this project and/or why you are qualified to conduct this activity.

VI. **APPLICANT’S STATEMENT**: Address your current artistic emphasis and overall orientation to the field.

VII. **BUDGET** (not included in the 5-page proposal): The committee will carefully review the budget in terms of its relationship to the overall research/creative project. Applicants should list all costs associated with the project, since those costs, whether to the student, the advisor, or the department/school, represent a financial commitment to the research.

*NOTE:* The budget will be used to justify increased University aid to those students already receiving aid from any other source. While your budget will be considered on its merit, the committee awards dollar amounts on merit rather than need basis.

Applicants should list all costs (in-kind, departmental, or other incurred expenses) associated with the project, since those costs, whether to the student, the advisor, or the department, represent a financial commitment to the research, and it is that demonstrated commitment which justifies additional assistance to students currently receiving other scholarships and/or loans. If you have no budget, this information should be stated.

5. **Arts Faculty Advisor Recommendation**: The recommendation should address the student’s ability in the suggested order:

   **Is the project feasible?** Please address the student’s methodology and budget aspects of the proposal.

   **Is this student prepared to carry out the project?** As students of high ability, most applicants will present evidence of excellence, academic aptitude, and achievement. Therefore, the committee will need to base its decision on the potential educational value of the project for the student. The interest and concern of the faculty member and his or her assessment of the student and the project often will be decisive.

   **Is this part of the faculty member’s own scholarship?** Address the issue of the degree of project independence involved.

   **What is the significance of the proposed project?** Please address the project’s importance to the field.
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Name (please print) __________________________________________________________________ ___________

LAST                           FIRST                                              MI

Student ID Number ________________________________________________________________

Address_______________________________________________________________________________________
(Local street address, city, state, zip)

Local/Cell Phone____________________________ E-Mail Address _____________________________________

Major_____________________________________ Second Major_______________________________________

Minor____________________________________ Second Minor_______________________________________

Projected Semester of Graduation_____________________________ Total Earned Credit Hours_______________

Project Title________________________________________________________________________ ___________

Faculty Project Advisor_________________________________________________________________ _________

Department/Program____________________________________________________________________________

Department/School Faculty _______________________________________________________________________

HonorsAdvisor_________________________________________________________________________________

Signature                                                                       Date
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Are you planning this project for graduation with distinction? If so, you must have a 3.30 GPA. If you do not have a 3.30 GPA, please provide a rationale for your request.

(circle one) Yes No

If yes, please attach and complete the Arts Graduation with Distinction Application Form. Applications can be found online at http://ascadvising.osu.edu/node/190.

Is this a proposal for a project to be done in conjunction with your project advisor's research?

(circle one) Yes No

If yes, please address the subject of the degree of project independence involved with your project advisor. This matter needs to be explained in both the proposal and the recommendation.

During which semester will you be working on your project?

(circle one) Autumn Spring

During which semester do you wish to be funded?
(Please be aware you must be enrolled as a full-time student during funding semesters.)

(circle one) Autumn Spring