

CEAT Research Initiative
College of Engineering, Architecture & Technology
Oklahoma State University

Title: **Funding for Research Travel Grants**

Procedure No: **CEAT-RI-003**

Definition and Scope

The College of Engineering, Architecture and Technology will receive applications for travel grants that provide matching for travel with the purpose of interacting with program managers at funding agencies including, but not limited to, NSF, NIH, NASA, and various DoD agencies. This initiative will be reviewed annually with new effective dates appearing on the CEAT Research Web page.

Procedures

Criteria:

Faculty who submit a Research Summary statement (following the Writing Winning Grants template attached) will have 1/3 total domestic travel cost reimbursed to the department (up to \$1,000).

Request funding:

The application for this funding must be initiated by the department and be submitted to ceatresearch@okstate.edu. Indicate in the subject line of the email "ADR Funding for Research Travel Support Initiative".

The matching funding will be transferred to the department after the travel voucher has been submitted.

The Departmental Financial Assistant will email a copy of the trip summary showing the breakdown of the expenditures and the approval notification to ceatfinancial@okstate.edu. The summary includes the account numbers charged and the amounts. Summarize the account totals on the bottom prior to emailing.

Approved by: 
College of Engineering, Architecture and Technology (Associate Dean of Research)

Approved 11/2014
Modified: 7/2016

Research Summary statement

Following the Write Winning Grants template, (Presented in the Fall each year by the VPR office) the Overview Section/ Statement should have 4 paragraphs:

1. Introductory Paragraph
2. What, Why, Whom Paragraph
3. Aims Paragraph
4. Payoff Paragraph

1. Introductory Paragraph: You will convince the reader that there is a significant unknown issue/ problem/ debate. Identify the critical need/ problem; convince the reader that there is a problem that must be solved. Provide the essential background and important/ relevant known information. At the end of this paragraph the reader should have a clear sense that something important is not known (and this is the basis of the problem)

The introductory paragraph should include these 4 elements:

- Opening sentence (with a hook)
- Knowns
- Unknowns/ Gap
- Frame the problem/ critical need

2. What, Why, Whom Paragraph: You will convince the reader that you (and your research team) have the “Solution” to the critical need/ problem which you identified in your introductory paragraph.

The What, Why, Whom Paragraph should include these 5 elements:

- Long-range goal
- Objective of your proposed study
- Central hypothesis
- Basis for how the hypothesis was formulated
- Rationale

Follow this recipe:

A. Begin the What, Why, Whom Paragraph with your long-term research goal.

- Remember: your long-term research goal should match the mission of the funding agency.

B. Next sentence should articulate the purpose of this (current) study.

- Remember: The purpose of this study must tie to the scope of the critical need you expressed in the introductory paragraph. The objective of this study should be a step toward the long-term goal.

C. Next sentence should state your central hypothesis – your best guess. Something is known that may work to be the fix to the problem

- Remember: Must be testable, with at least two possible outcomes

D. The fourth sentence of this paragraph: provide the justification/ evidence for your central hypothesis (e.g. existing literature, own preliminary data).

E. End this paragraph with a statement of rationale. What is likely to be possible that is currently not possible; likely to contribute a solution that has significance?

3. **Aims Paragraph:** You will provide a logical, step-by-step development of the key activities that will be performed to fulfill the identified objective and/or test the central hypothesis.

- Formulate 2-3 concise statements
- These should be conceptual goals (not descriptive; not a description of activities)
- The Aims Paragraph should include the specific aims/ goals.

4. **Payoff Paragraph:** You will tell the funding agency what the return on the investment will be (why this study will be of value to the mission of the funding agency).

The Payoff Paragraph should include:

- Expectations
- Impact

Describe the specific, expected outcomes (one per aim); use future perfect tense (e.g., “ ... will have been accomplished.”). Conclude with a statement of positive impact.