



## **GLOBAL GATEWAY GRANT GUIDELINES**

### **OVERVIEW**

The Global Gateway Graduate Student Research Abroad Grant encourages and promotes the professional and academic development of graduate researchers at The Ohio State University by providing financial support for students to undertake research abroad. In return, students will assist the University in pursuing its strategic international goals by creating and bolstering relations with universities and other institutions across the world. In its fourth year, this grant is being provided through a partnership between the Global Gateways and The Ohio State University Council of Graduate Students.

Students who are interested in conducting research abroad can apply for this grant during the application window of January -February 2016. Successful applicants must be able to show that their proposed research abroad is based upon their professional goals and will promote Ohio State's international presence through the potential networking or collaborations that he/she will develop. Successful applicants will be awarded a grant of up to \$1,500 per year.

### **RATIONALE**

The financial aspect of research abroad can often be a prohibitive factor. The availability of funds to support research abroad varies widely across the university. Students in certain departments may have several funding opportunities while others may have no source of funding whatsoever. Thus, while many departments have highlighted the need for an international education, financial support is difficult to find.

On August 5, 2011, the Council of Graduate Students (CGS) unanimously passed Resolution 1112-SU-006, "A Resolution on Graduate Student Participation in Study Abroad Programs and The Ohio State University Global Gateways." The resolution called for the CGS to develop a mechanism for increasing participation of graduate students in study abroad programs. Further, the resolution commends and supports the Global Gateways and urges collaboration with graduate students in furthering them, currently in India, China, and Brazil. Helping students conduct research abroad was highlighted as a holistic approach to the actions called for in the resolution. The Global Gateways also supports research abroad activities and the Global Gateways' Graduate Student Research Abroad Grant aims to increase graduate student participation in research abroad. Generously matching the Global Gateways' financial contribution, the Graduate School helps to provide support to graduate students wishing to research abroad.

Although the grant is primarily intended to assist with travel expenses, we recognize that there are often other costs involved with travelling abroad for research. We have defined the fund's uses so that other legitimate costs can be included when necessary. The awards committee will be composed of graduate student representatives appointed by the Council of Graduate Students.

Three criteria will be used to judge an application: (i) will the student benefit professionally by the research abroad, (ii) will the student's participation in the program help promote The Ohio State University's mission internationally, and (iii) will the student be able to build a network or connections that can be used by The Ohio State University in the future.

## ELIGIBILITY CRITERIA

- The research will be conducted during the following time: **May 9, 2015 – August 22, 2016.**
- Applicants must be enrolled in the Graduate School at The Ohio State University during the semester in which the applicant submits the grant application and during the semester of intended travel. Expenses incurred during an academic semester in which the applicant is not enrolled in classes require the students be enrolled in the immediately preceding semester.
- The applicant must be in good standing with the Graduate School, which requires current or previous enrollment in Graduate School at The Ohio State University.
- Applications must be submitted to CGS during the application window. Late or incomplete applications will not be considered.
- Grant recipients will be reimbursed after expenses are incurred through a check issued by The Ohio State University or through direct deposit.
- Grant recipients must enroll in the international supplemental insurance, providing not only health insurance, but coverage for emergency assistance, evacuation and repatriation (Information can be found online at <http://oia.osu.edu/preparing-to-depart/health-insurance.html>).
- In order to obtain reimbursement, ORIGINAL RECEIPTS (showing payment confirmation) must be provided to CGS.
- No applicant will be awarded more than \$1,500 in grant funds per year (limited to 1 research trip).
- Applicants who have not received a Global Gateway Grant previously are eligible to apply.
- MA or PhD students must be conducting their own independent research to be eligible to apply.
- With consent of the applicant, the “Submission Materials” of any grant recipient may be made available by CGS for prospective applicants to review as a model of excellent application preparation.
- In order to obtain reimbursement, a detailed report of the connections that you created/developed abroad must be submitted to and a de-brief meeting must be scheduled with the Global Gateways (a report template will be sent to grant recipients).
- All expenses and activities must be completed prior to graduation.

## ELIGIBLE EXPENSES

The following breakdown serves to assist potential applicants in determining what possible career development activities can be reimbursed:

- Travel/Accommodation
- Food/Meals associated with travel (limited to per diem rate & excludes alcohol)
- Visa/Passport Expenses
- Workshops
- Mileage - at or below alternative transportation costs
- Supplemental health insurance\*

\*Awardees are expected to purchase supplemental health insurance through Student Health Insurance. Ohio State's supplemental travel insurance is provided through HTH Worldwide Services. This supplemental insurance is required for all Ohio State students researching abroad, and includes a policy covering [accident and sickness](#) and for [emergency assistance, evacuation and repatriation](#). Please see <http://oia.osu.edu/preparing-to-depart/health-insurance.html> for information about how to enroll.

## CLAIMING AN AWARD

You will receive an email from the committee confirming receipt of the award. The email will outline the process of how to claim the award and the process that you need to follow to claim reimbursement for your expenses.

## JUDGING CRITERIA

- Application Questions (50 Points)
- Resume (10 Points)
- Recommendation Letter (10 Points)
- Overall Criteria (10 points):
  - The overall quality of the application and making a compelling case for funding.
  - This grant will fund a *research* trip (as opposed to study abroad, a workshop, or other non-research related opportunity).
  - The initiative shown by the applicant in developing links with their research destination prior to the research trip.
  - The importance of this research trip in relation to the applicant's degree program and overall professional development.
  - Limited additional funding for this research trip.
  - Attention to organization, proofreading, and a clear explanation of research goals.

We are looking to fund applicants from a variety of Ohio State's departments who are going to a variety of countries, including those in which Ohio State currently has a Global Gateway office (India, China, and Brazil) and where Ohio State hopes to have a more significant presence in the future (Ethiopia, Turkey).

**Each response limited to 1,200 characters.**

## TRAVEL WARNINGS

All awards are subject to the rules and regulations of The Ohio State University. Use of funding for travel to countries under a current U.S. Department of State Travel Warning or other locations designated high risk, is subject to final approval by the International Policy Travel Committee and authorization by the Provost. Graduate and professional students may petition the International Travel Policy Committee for approval a minimum of two months prior to proposed travel. Countries currently on Department of State Travel Warning can be viewed at: [www.travel.state.gov](http://www.travel.state.gov). For further information on the policy and/or the petition process, please contact Dru Simmons, international risk manager, ([simmons.541@osu.edu](mailto:simmons.541@osu.edu)), Office of Risk Management and Insurance.

## REQUIREMENTS

Each of the 3 following requirements must be sent to the CGS Office at [usg.ipc.cgs@gmail.com](mailto:usg.ipc.cgs@gmail.com) by **Friday, February 19, 2016** for your application to be considered:

- Current resume/curriculum vitae
- A PDF with your answers to the Application Questions on the following pages
- One recommendation letter, either from your advisor or another faculty member with whom you work

## DIRECTIONS

1. Please send the documents listed below in the following order as a PDF to: [usg.ipc.cgs@gmail.com](mailto:usg.ipc.cgs@gmail.com):

- Application
- CV

(Only include the application below and not the guidelines. After answering the questions in this form, print pages 4-7. Then, scan them, followed by your CV, to create a PDF. The libraries have machines that print, copy, and scan.)

2. In the subject line of your e-mail, please write: “[Last name, First name] GGG 2015”

3. The letter of recommendation should also be sent to: [usg.ipc.cgs@gmail.com](mailto:usg.ipc.cgs@gmail.com). Your letter writer should write this in the subject line of his/her e-mail: “Global Gateway Grant Ltr Rec [your last name]”

**GLOBAL GATEWAY GRANT 2016 APPLICATION QUESTIONS**

Name \_\_\_\_\_ Department \_\_\_\_\_

name.# \_\_\_\_\_ Country of Research \_\_\_\_\_

Where do you plan to lodge (hostel, hotel, rent a room/ house, with family?) \_\_\_\_\_

Where is your hometown? \_\_\_\_\_

Please disclose how much additional funding you have received, where it is from, and how it will be used.

- We understand travel is expensive and receiving additional funding *does not exclude you from being awarded the Global Gateway Grant*, but it is an obligation to disclose this information. Failure to do so will result in jeopardizing your standing with The Graduate School.
- Provide an organized and clear description(s).

Award	Amount	Expense to be Covered

Each of the following responses is limited to 1,200 characters.

**1. Summarize the research you will be conducting abroad. (10 points)**

- This section may be read by someone in any discipline -- artist, engineer, humanist, scientist and must therefore be understandable by all. Keep technical terminology to a minimum and do not assume any familiarity with the research methods common to your field.
- Ensure your research is clearly stated and understandable.
- In particular, summaries must include: the central question being asked, the answer to that question, and the means that will be used to answer the question. It is also helpful to discuss the implications of the result in relation to the field as a whole.

**2. How will this research abroad experience help you achieve your academic goals at Ohio State? (10 points)**

- Explain how this research abroad opportunity will help you reach your degree/research goals.
- Provide a clear and specific explanation of how this relevant to furthering your academic career.

**3. How will this research abroad experience help you develop professionally? (10 points)**

- Explain how this research abroad opportunity will help you reach your professional (long term) goals or how it will help you develop as a person.
- Identify specific long-term career goals including desired occupation and its qualifications.
- Demonstrate a high level of anticipated benefit an applicant will receive from the award.
- Express thoughtful consideration to potential opportunities.

**4. How will you be able to help Ohio State create an increased international presence?**

**With whom will you be working? (15 points)**

- Describe your expected interactions with the host institution and how you intend to keep the connections active after returning. Describe the host institution and individuals you expect to work with.
- Demonstrate initiative in developing links with the research destination prior to the research trip.
- Express thoughtful consideration to potential opportunities.

**5. Have you conducted research there before? If so, can you please specify how this will add to what has already been done? (5 points)**

- If you **have** conducted research there: Explain how this new research abroad opportunity will help add to what research you have already completed or how it will help further strengthen the relationship between the host institution and yourself/Ohio State.
- If you **have not** conducted research there: Provide a clear explanation of how your past experiences will contribute to the effectiveness of this opportunity.

**Please remember to follow the directions in the guidelines for submission of the application.**