Arts & Humanities Faculty and Graduate Student Grants

Instructions on how to work with A&H grants using DocuSign Power Forms

General Steps for submission:

- ~~Click on the link that takes you to the appropriate A&H~~ mechanism.
- Fill out contact information for yourself and, if necessary, others who need to approve the application.
- Fill out all information in the RED boxes within the DocuSign Power form for the particular A&H mechanism (e.g. departmental information, amount requested, etc.).
- Upload all necessary attachments (purpose of request, budget, CV, etc.).
- Sign the form.
- Click Finish to submit.
- Once completed, the application will be automatically forwarded for further review.

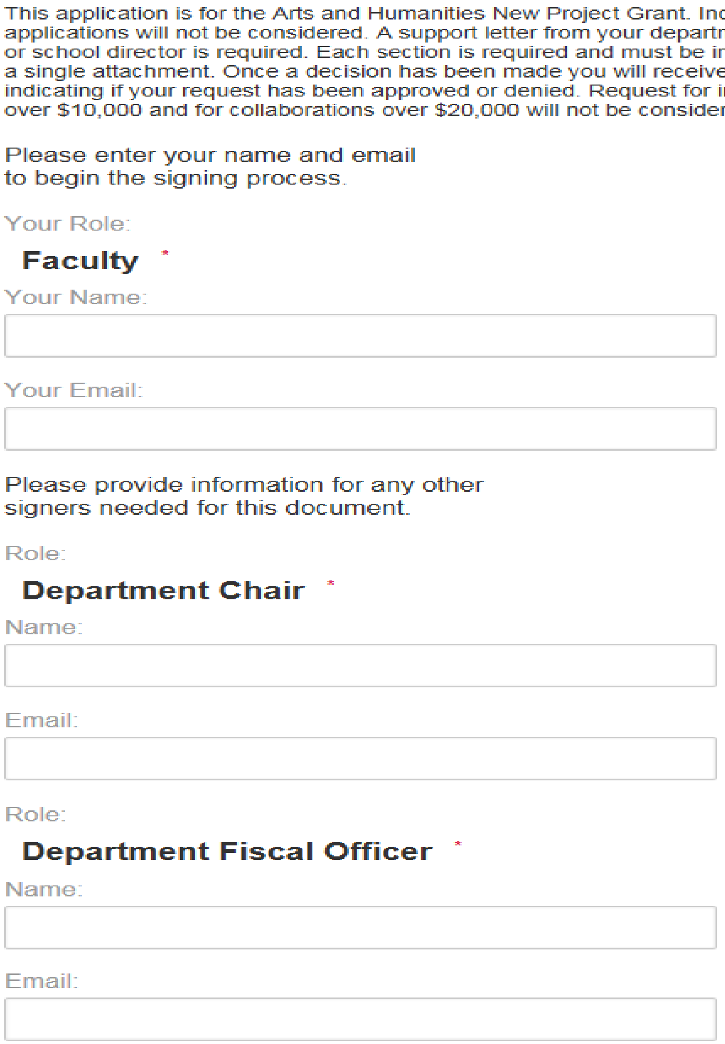
Important Caveats

- It is not possible to save and come back to an application (it must be filled out in its entirety and then submitted).

- Check each mechanism carefully for requirements. For example, some A&H mechanisms require only the applicant’s name and email address, whereas others require additional names and email addresses.

- You must use your OSU email account. Third party email addresses may not work.

The following example uses the Arts and Humanities Larger Grants Program for New Project Grants mechanisms.



This application is for the Arts and Humanities New Project Grant. Incomplete applications will not be considered. A support letter from your department chair or school director is required. Each section is required and must be included as a single attachment. Once a decision has been made you will receive an email indicating if your request has been approved or denied. Request for individuals over $10,000 and for collaborations over $20,000 will not be considered.

Please enter your name and email to begin the signing process.

Your Role:

Faculty *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Department Chair *

Name:

Email:

Role:

Department Fiscal Officer *

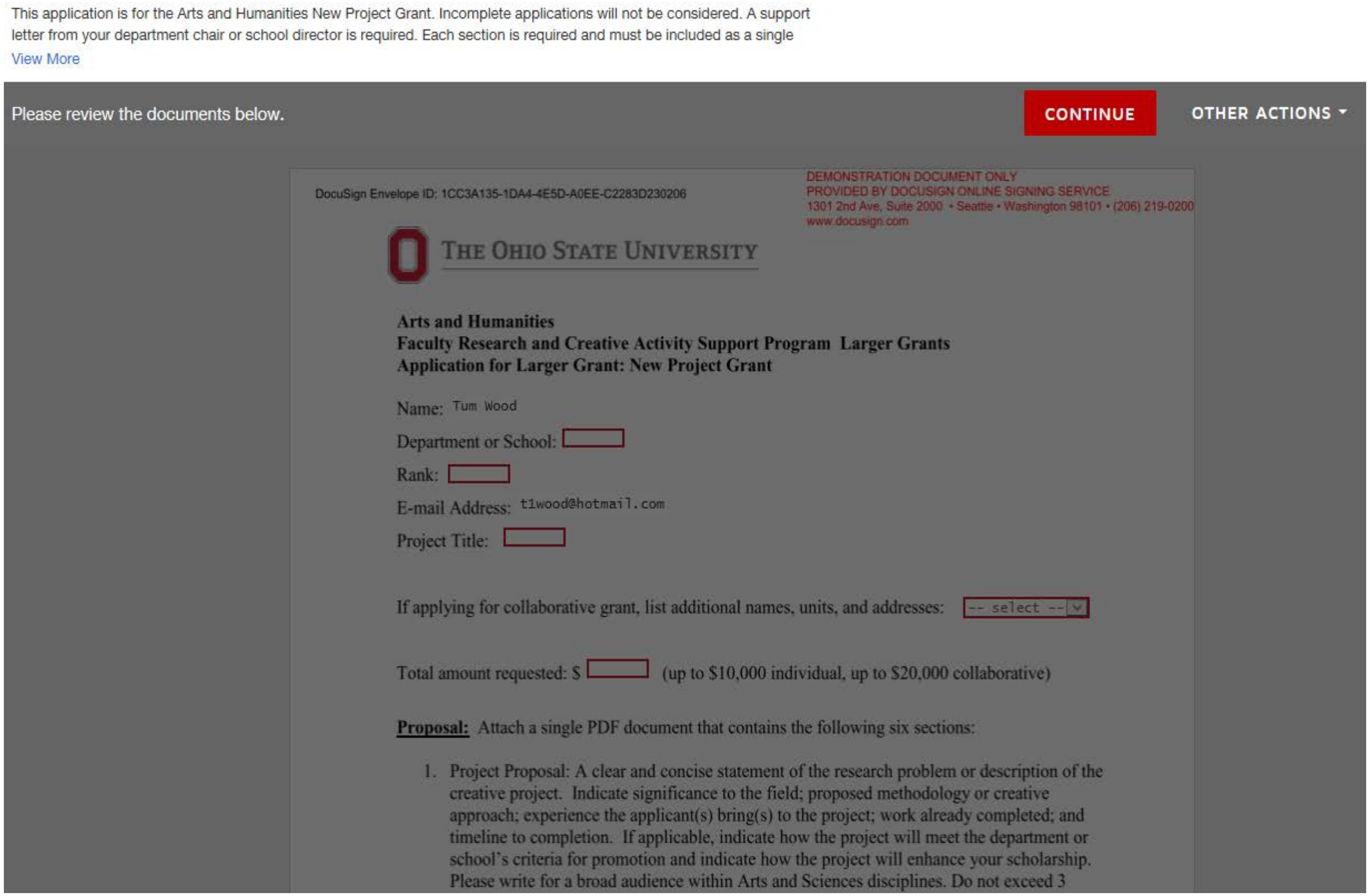
Name:

Email:

Enter your name and email address.

Enter the name and contact information for other requested signers.

The applicant must fill out every field in order to proceed to the next page.



This application is for the Arts and Humanities New Project Grant. Incomplete applications will not be considered. A support letter from your department chair or school director is required. Each section is required and must be included as a single

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The Ohio State University

Arts and Humanities
Faculty Research and Creative Activity Support Program Larger Grants
Application for Larger Grant: New Project Grant

Name: Tum Wood

Department or School:

Rank:

E-mail Address: t1wood@hotmail.com

Project Title:

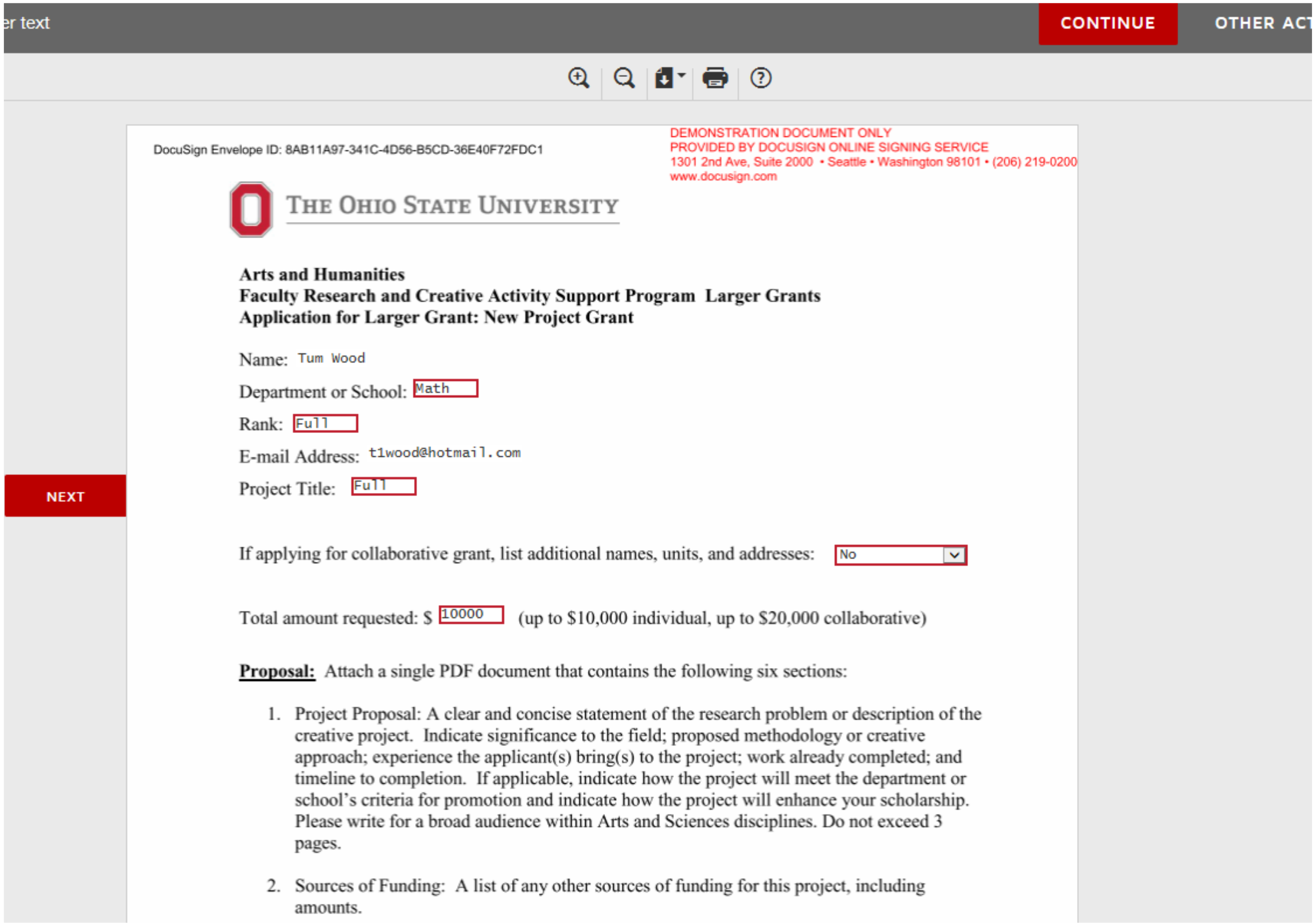
If applying for collaborative grant, list additional names, units, and addresses: -- select --

Total amount requested: $ (up to $10,000 individual, up to $20,000 collaborative)

Proposal: Attach a single PDF document that contains the following six sections:

1. Project Proposal: A clear and concise statement of the research problem or description of the creative project. Indicate significance to the field; proposed methodology or creative approach; experience the applicant(s) bring(s) to the project; work already completed; and timeline to completion. If applicable, indicate how the project will meet the department or school's criteria for promotion and indicate how the project will enhance your scholarship. Please write for a broad audience within Arts and Sciences disciplines. Do not exceed 3

Click on the continue button to proceed.



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THE OHIO STATE UNIVERSITY

Arts and Humanities
Faculty Research and Creative Activity Support Program Larger Grants
Application for Larger Grant: New Project Grant

Name: Tum Wood

Department or School: Math

Rank: Full

E-mail Address: t1wood@hotmail.com

Project Title: Full

If applying for collaborative grant, list additional names, units, and addresses: No

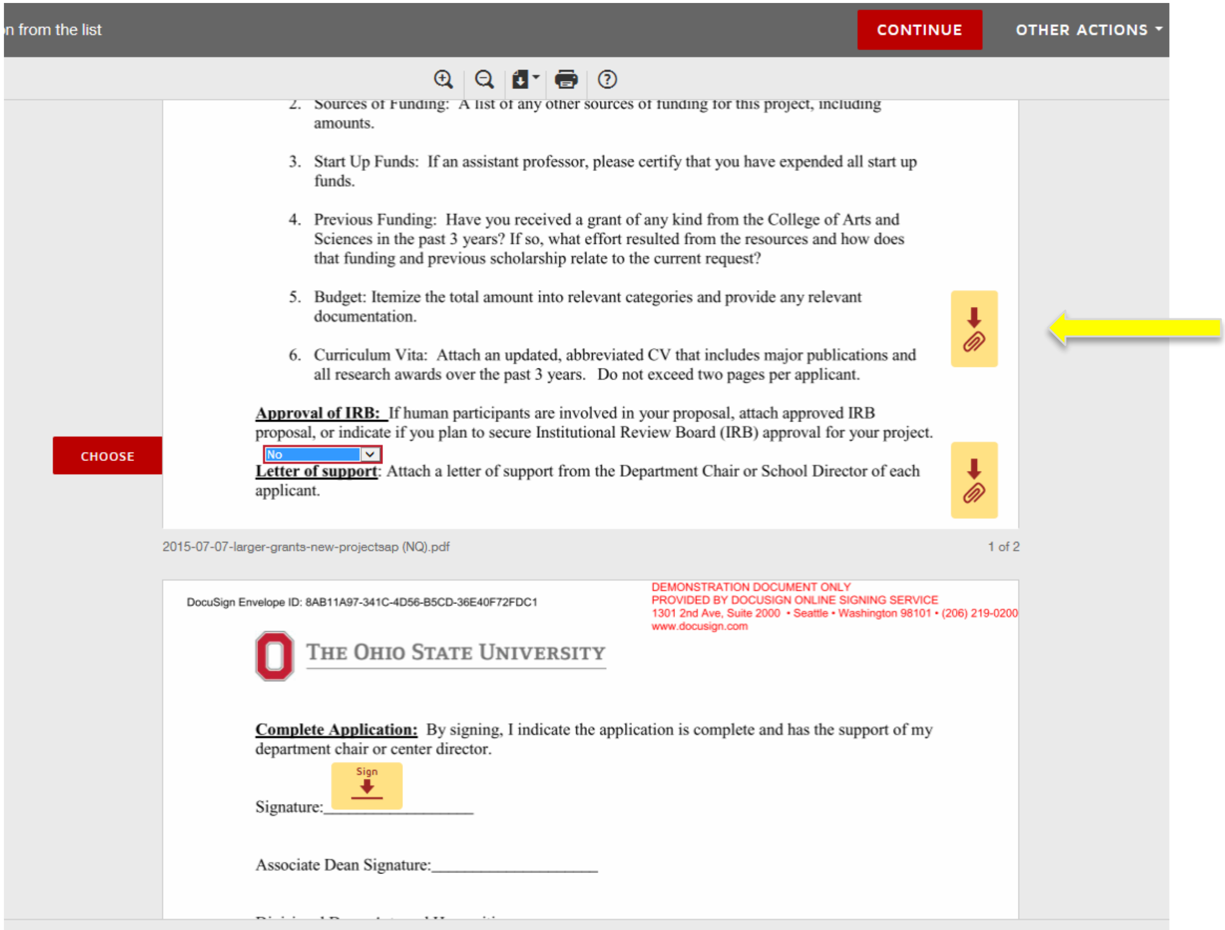
Total amount requested: $ 10000 (up to $10,000 individual, up to $20,000 collaborative)

Proposal: Attach a single PDF document that contains the following six sections:

1. Project Proposal: A clear and concise statement of the research problem or description of the creative project. Indicate significance to the field; proposed methodology or creative approach; experience the applicant(s) bring(s) to the project; work already completed; and timeline to completion. If applicable, indicate how the project will meet the department or school's criteria for promotion and indicate how the project will enhance your scholarship. Please write for a broad audience within Arts and Sciences disciplines. Do not exceed 3 pages.
2. Sources of Funding: A list of any other sources of funding for this project, including amounts.

To navigate the page use the tab button, click on the next button or use your mouse and cursor. Red boxes are required.

Attaching documents. Click on the yellow box with the paperclip.



2. Sources of Funding: A list of any other sources of funding for this project, including amounts.
3. Start Up Funds: If an assistant professor, please certify that you have expended all start up funds.
4. Previous Funding: Have you received a grant of any kind from the College of Arts and Sciences in the past 3 years? If so, what effort resulted from the resources and how does that funding and previous scholarship relate to the current request?
5. Budget: Itemize the total amount into relevant categories and provide any relevant documentation.
6. Curriculum Vita: Attach an updated, abbreviated CV that includes major publications and all research awards over the past 3 years. Do not exceed two pages per applicant.

Approval of IRB: If human participants are involved in your proposal, attach approved IRB proposal, or indicate if you plan to secure Institutional Review Board (IRB) approval for your project.

No

Letter of support: Attach a letter of support from the Department Chair or School Director of each applicant.

2015-07-07-larger-grants-new-projectsap (NQ).pdf 1 of 2

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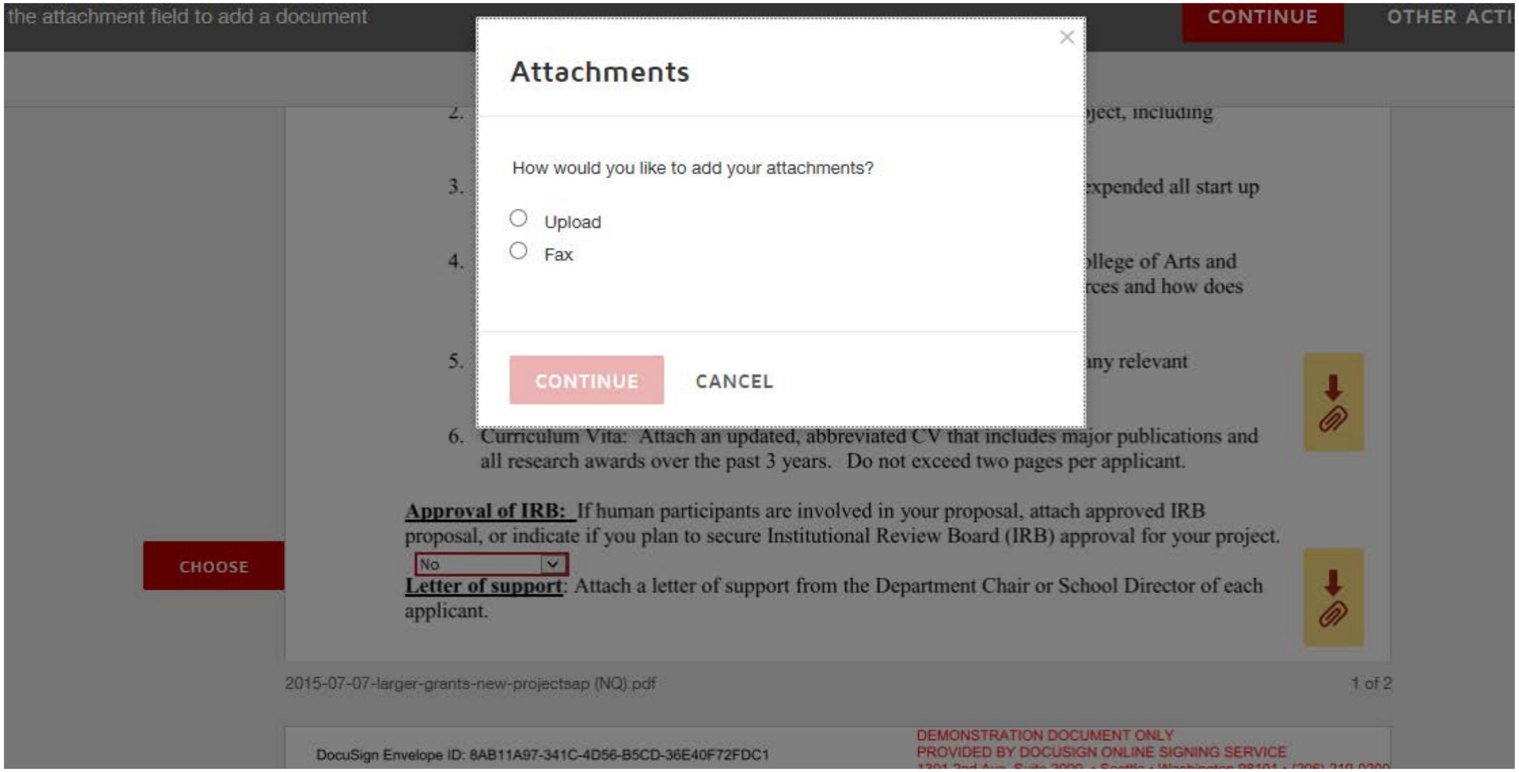
Complete Application: By signing, I indicate the application is complete and has the support of my department chair or center director.

Signature:_________________

Associate Dean Signature:___________________

Choose the **Upload** Option. Do not use the fax option (it is a holdover from previous versions of DocuSign).



Attachments

How would you like to add your attachments?

○ Upload
○ Fax

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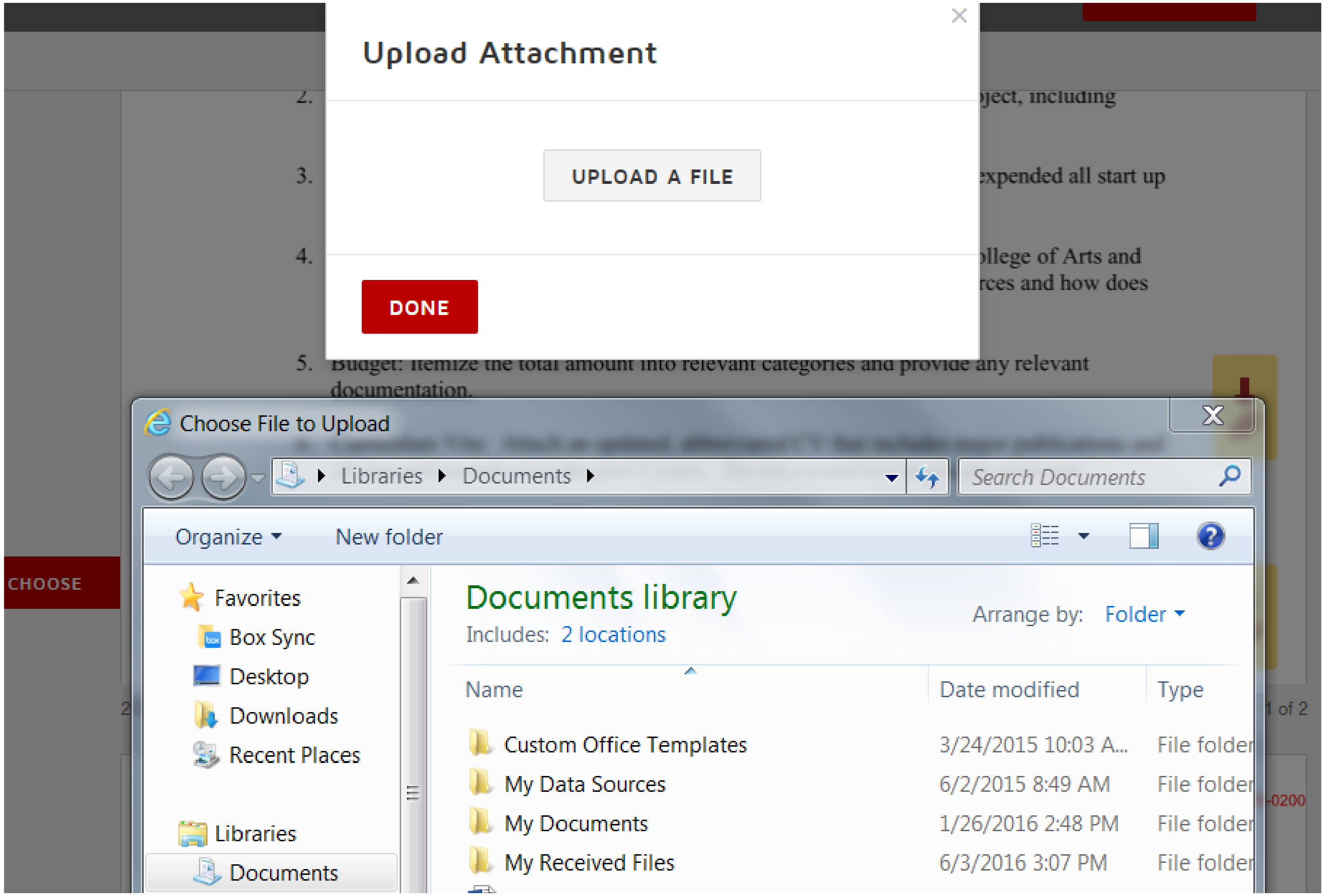
Upload the Attachments by navigating on your computer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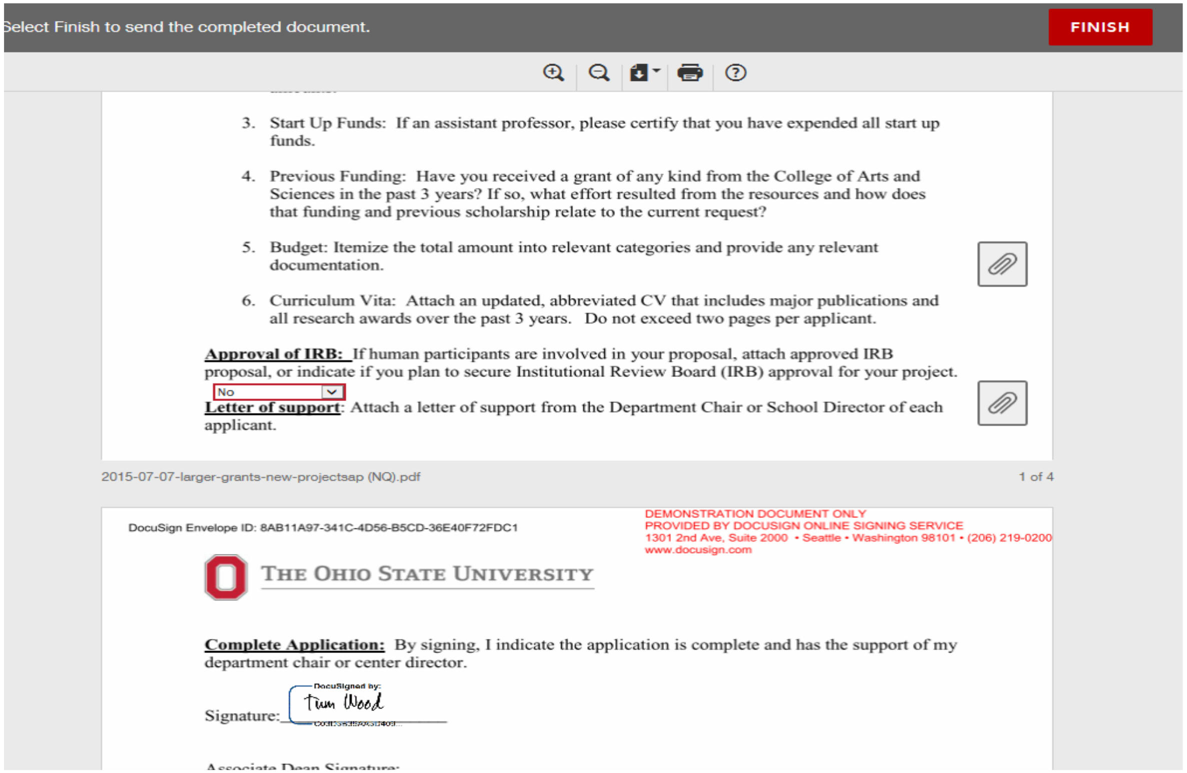
DONE
CHOOSE
Choose File to Upload
Libraries ▸ Documents ▸
Search Documents
Organize ▾
New folder
Favorites
Box Sync
Desktop
Downloads
Recent Places
Libraries
Documents
Documents library
Includes: 2 locations
Arrange by: Folder ▾

Name	Date modified	Type
Custom Office Templates	3/24/2015 10:03 A...	File folder
My Data Sources	6/2/2015 8:49 AM	File folder
My Documents	1/26/2016 2:48 PM	File folder
My Received Files	6/3/2016 3:07 PM	File folder

Then Click in the Yellow Sign Box. At this point if you are on a touch screen device you can sign it. If you do not have a touch screen you can adopt a signature. Clicking on the button will take you through the step by step process. Once the document has been signed. Click on the finish button.



Select Finish to send the completed document.

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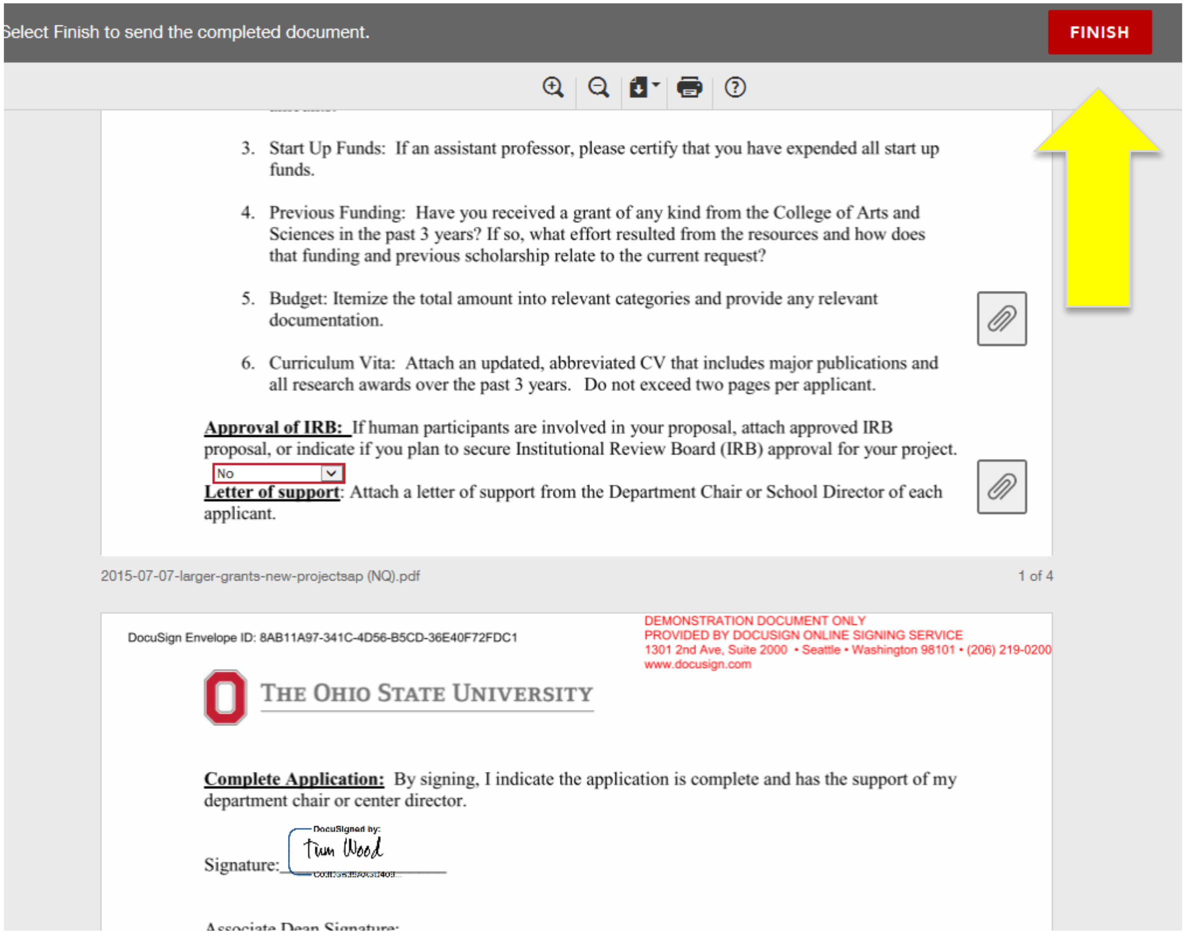
THE OHIO STATE UNIVERSITY

Complete Application: By signing, I indicate the application is complete and has the support of my department chair or center director.

Signature: DocuSigned by: Tim Wood

Associate Dean Signature:

Once you have signed, click on Finish
All steps are required prior to being able to finish the document.



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Complete Application: By signing, I indicate the application is complete and has the support of my department chair or center director.

Signature: DocuSigned by: Tim Wood

Associate Dean Signature:

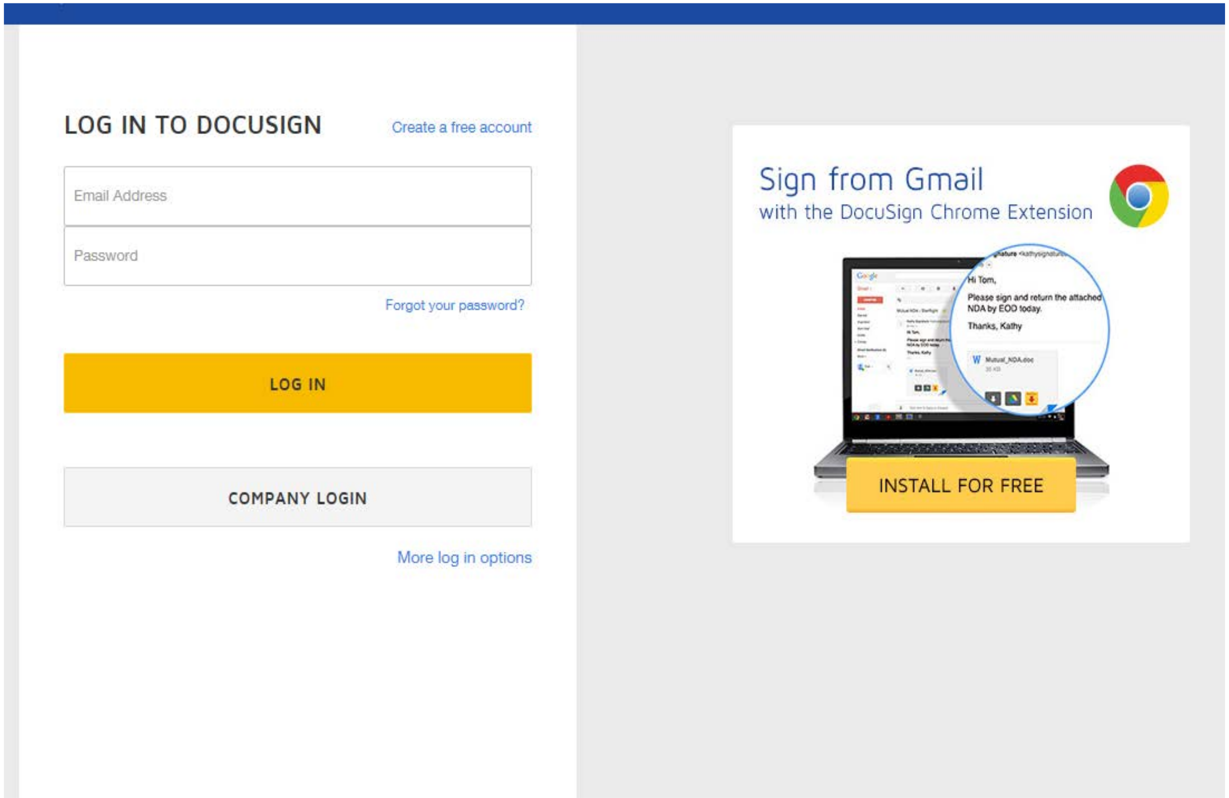
How to Approve or Reject Applications

- Signing a document completes the document.
- Not signing a document leaves the document “in Process”.
- Use the “Other Actions” drop down menu to void the document.
- When voiding a document enter a detailed note as to why the document is being voided. Voiding will complete the document.

There are 2 options to sign a document in DocuSign.

1. Sign in on www.docusign.net.
2. Click on review document in the email

Go to www.docusign.net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Hi Tom,

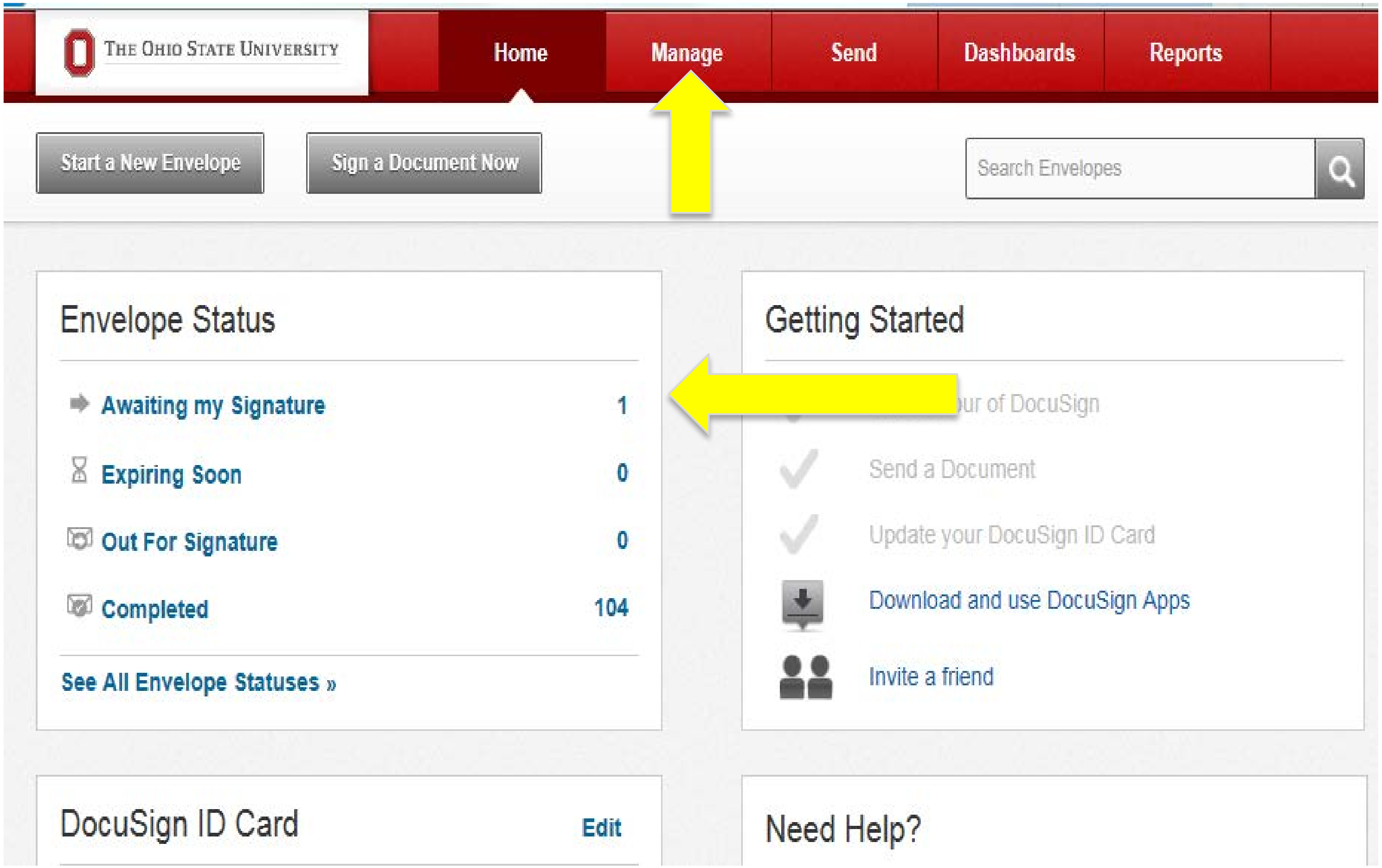
Please sign and return the attached NDA by EOD today.

Thanks, Kathy

Enter your OSU email address and click Company Login.

Once you have signed in with your OSU information (Shibboleth) you have two options.

1. Click on Awaiting Signature
2. (Preferred Option) is to click on the Manage button in the tool bar. This method is preferable because it is like an email inbox. You can check completed documents, documents that you have sent, documents that are awaiting your signature, the status of a document and other information.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Out For Signature	0
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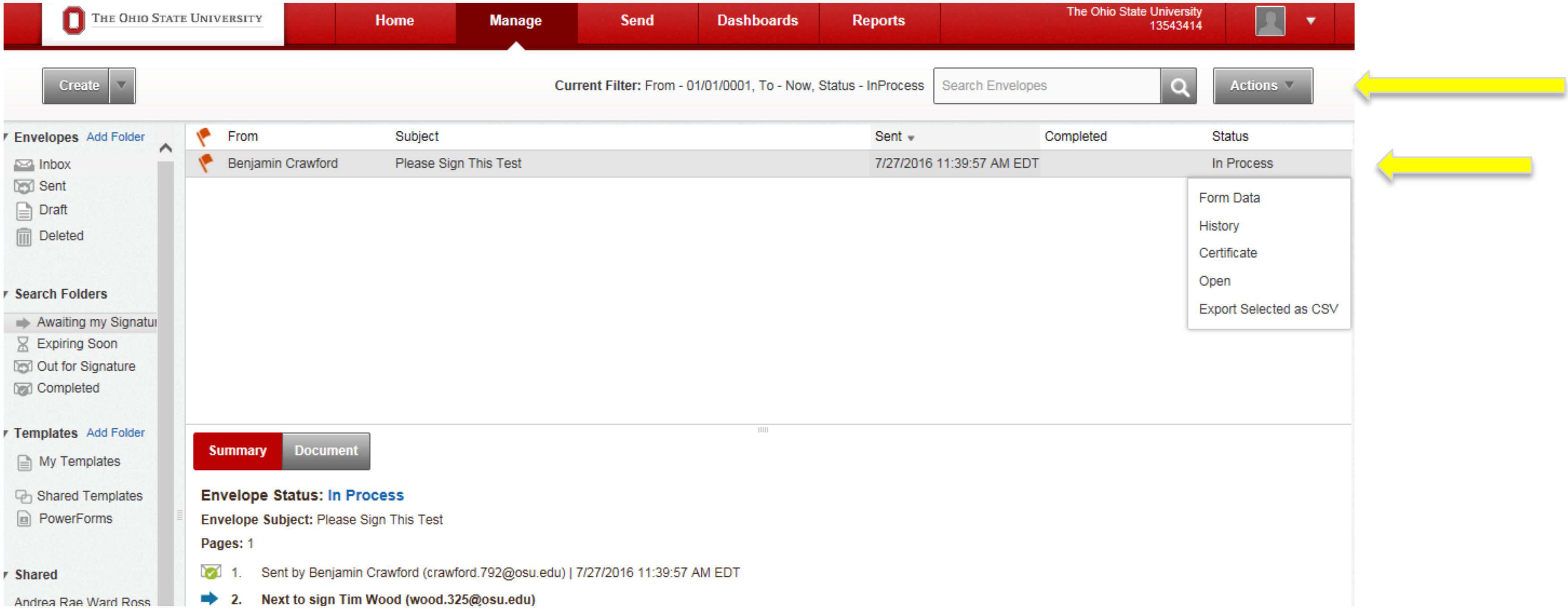
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Current Filter: From - 01/01/0001, To - Now, Status - InProcess

From	Subject	Sent	Completed	Status
Benjamin Crawford	Please Sign This Test	7/27/2016 11:39:57 AM EDT		In Process

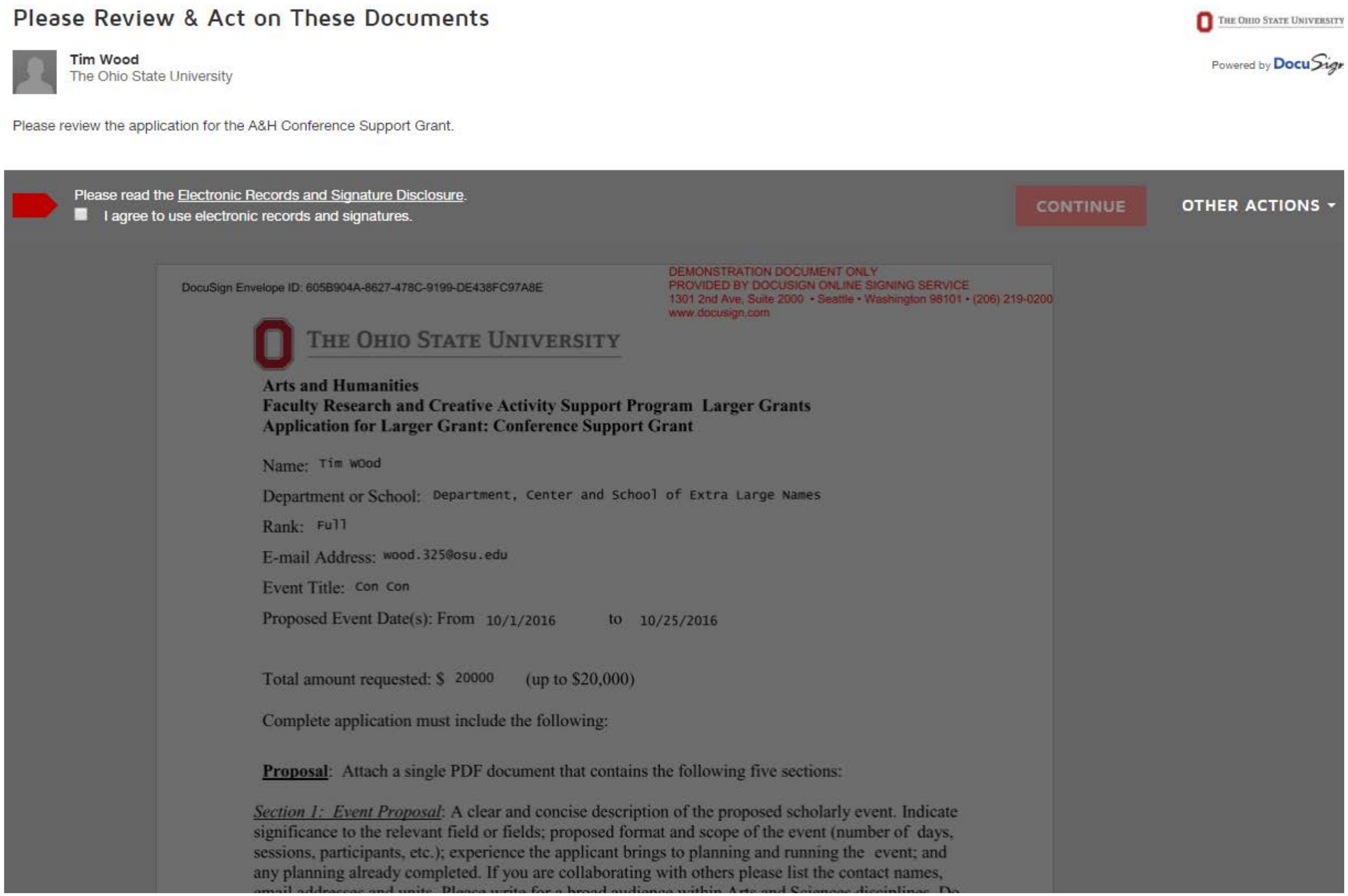
Envelope Status: In Process

Envelope Subject: Please Sign This Test

Pages: 1

1. Sent by Benjamin Crawford (crawford.792@osu.edu) | 7/27/2016 11:39:57 AM EDT
2. **Next to sign Tim Wood (wood.325@osu.edu)**

In some cases an “I agree” box appears. Check this box and click on continue.



Please Review & Act on These Documents

Tim Wood
The Ohio State University

Please review the application for the A&H Conference Support Grant.

Please read the Electronic Records and Signature Disclosure.
☐ I agree to use electronic records and signatures.

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THE OHIO STATE UNIVERSITY

Arts and Humanities
Faculty Research and Creative Activity Support Program Larger Grants
Application for Larger Grant: Conference Support Grant

Name: Tim Wood

Department or School: Department, Center and School of Extra Large Names

Rank: Full

E-mail Address: wood.325@osu.edu

Event Title: Con Con

Proposed Event Date(s): From 10/1/2016 to 10/25/2016

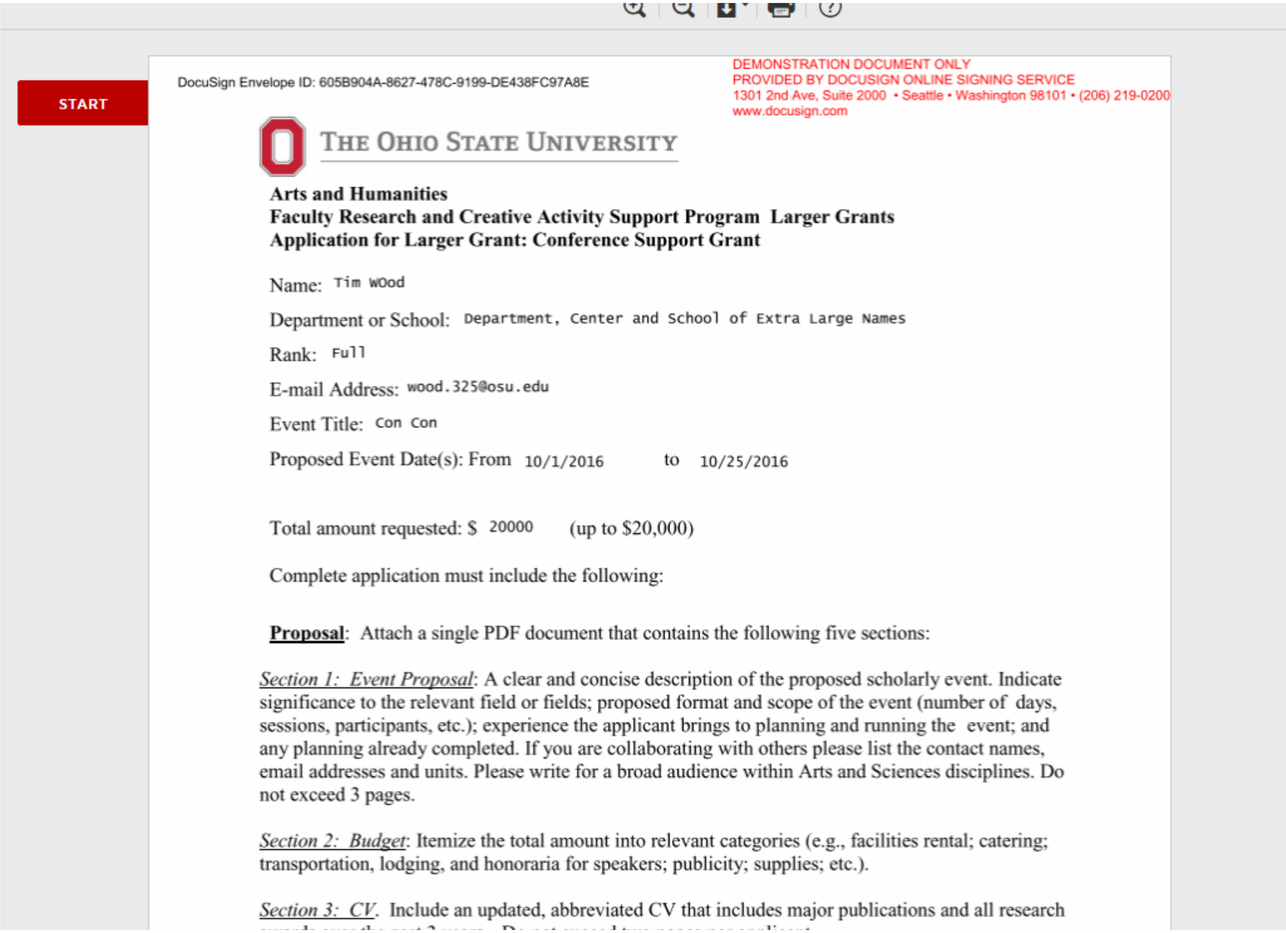
Total amount requested: $ 20000 (up to $20,000)

Complete application must include the following:

Proposal: Attach a single PDF document that contains the following five sections:

Section 1: Event Proposal: A clear and concise description of the proposed scholarly event. Indicate significance to the relevant field or fields; proposed format and scope of the event (number of days, sessions, participants, etc.); experience the applicant brings to planning and running the event; and any planning already completed. If you are collaborating with others please list the contact names,

Click on the Start button.



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The Ohio State University

Arts and Humanities
Faculty Research and Creative Activity Support Program Larger Grants
Application for Larger Grant: Conference Support Grant

Name: Tim Wood

Department or School: Department, Center and School of Extra Large Names

Rank: Full

E-mail Address: wood.325@osu.edu

Event Title: Con Con

Proposed Event Date(s): From 10/1/2016 to 10/25/2016

Total amount requested: $ 20000 (up to $20,000)

Complete application must include the following:

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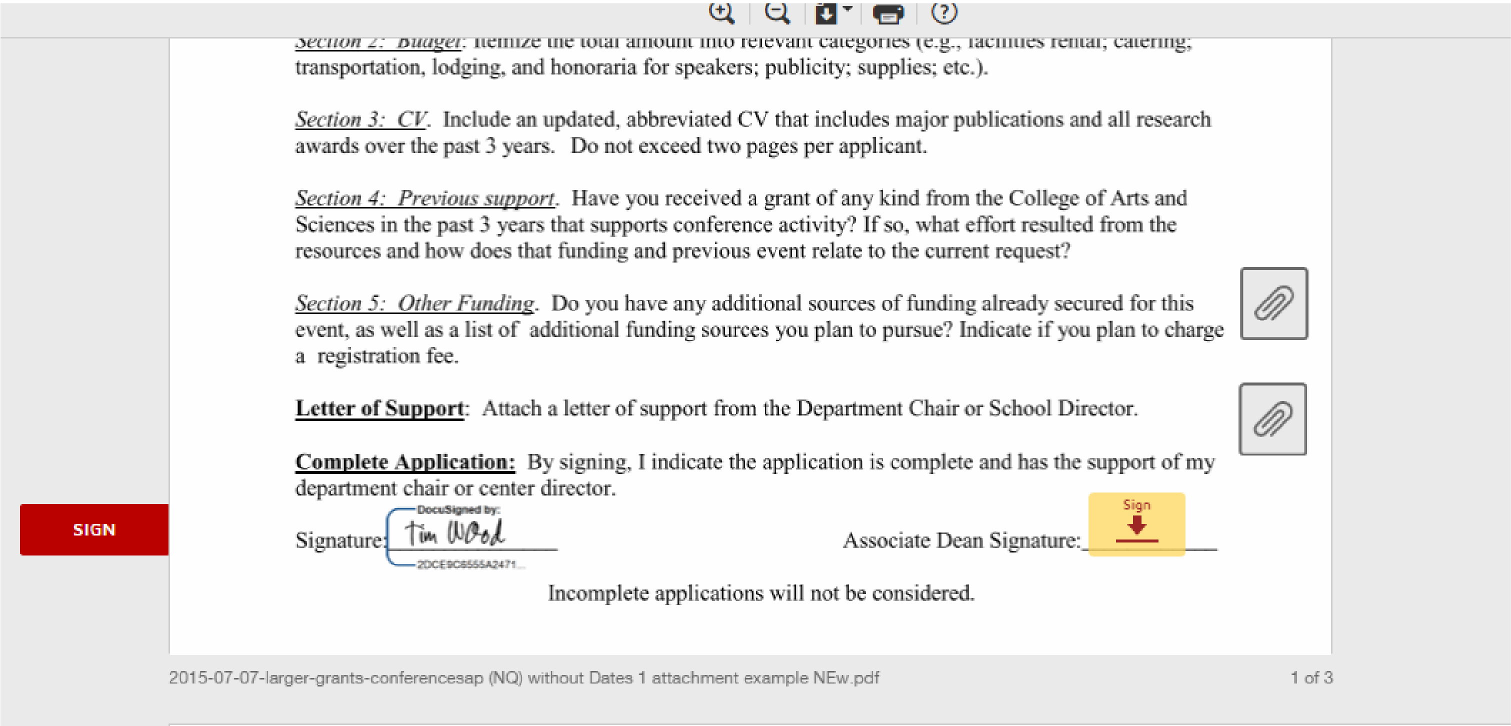
Section 2: Budget: Itemize the total amount into relevant categories (e.g., facilities rental; catering; transportation, lodging, and honoraria for speakers; publicity; supplies; etc.).

Section 3: CV. Include an updated, abbreviated CV that includes major publications and all research

Then Click in the Yellow Sign Box. At this point if you are on a touch screen device you can sign it. If you do not have a touch screen you can adopt a signature. Click on the button will take you through the step by step process.



Section 2: Budget: Itemize the total amount into relevant categories (e.g., facilities rental; catering; transportation, lodging, and honoraria for speakers; publicity; supplies; etc.).

Section 3: CV. Include an updated, abbreviated CV that includes major publications and all research awards over the past 3 years. Do not exceed two pages per applicant.

Section 4: Previous support. Have you received a grant of any kind from the College of Arts and Sciences in the past 3 years that supports conference activity? If so, what effort resulted from the resources and how does that funding and previous event relate to the current request?

Section 5: Other Funding. Do you have any additional sources of funding already secured for this event, as well as a list of additional funding sources you plan to pursue? Indicate if you plan to charge a registration fee.

Letter of Support: Attach a letter of support from the Department Chair or School Director.

Complete Application: By signing, I indicate the application is complete and has the support of my department chair or center director.

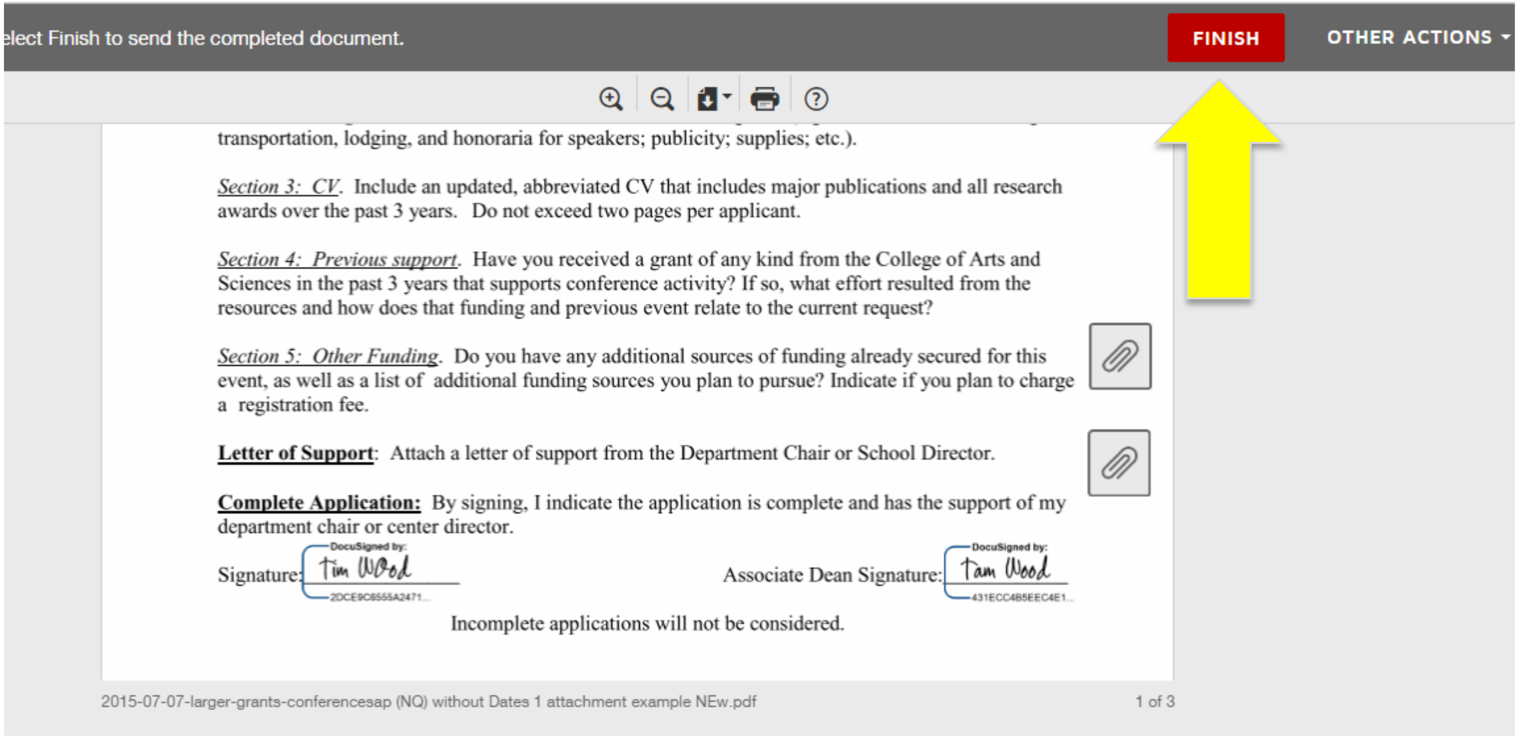
Signature: DocuSigned by: Tim Wood 2DCE9C6555A2471... Associate Dean Signature:____________

Incomplete applications will not be considered.

2015-07-07-larger-grants-conferencesap (NQ) without Dates 1 attachment example NEw.pdf

1 of 3

Once you have signed, click on Finish
All steps are required prior to being able to finish the document.



elect Finish to send the completed document.

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Complete Application: By signing, I indicate the application is complete and has the support of my department chair or center director.

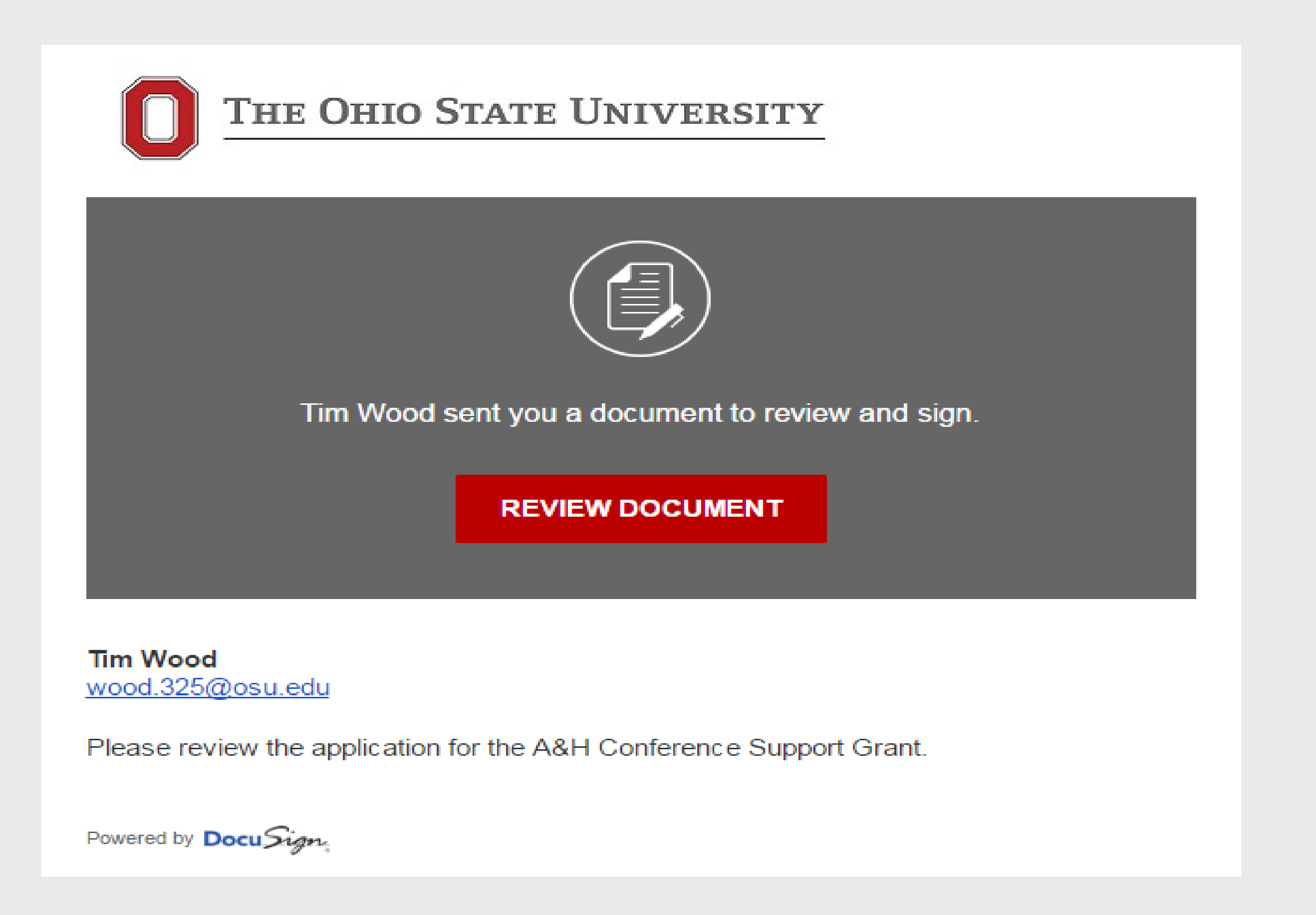
Signature: DocuSigned by: Tim Wood 2DCE9C6555A2471... Associate Dean Signature: DocuSigned by: Tam Wood 431ECC4B5EEC4E1...

Incomplete applications will not be considered.

2015-07-07-larger-grants-conferencesap (NQ) without Dates 1 attachment example NEw.pdf 1 of 3

Option 2

Click on “Review Document” in your email


The Ohio State University

Tim Wood sent you a document to review and sign.

Tim Wood
wood.325@osu.edu

Please review the application for the A&H Conference Support Grant.

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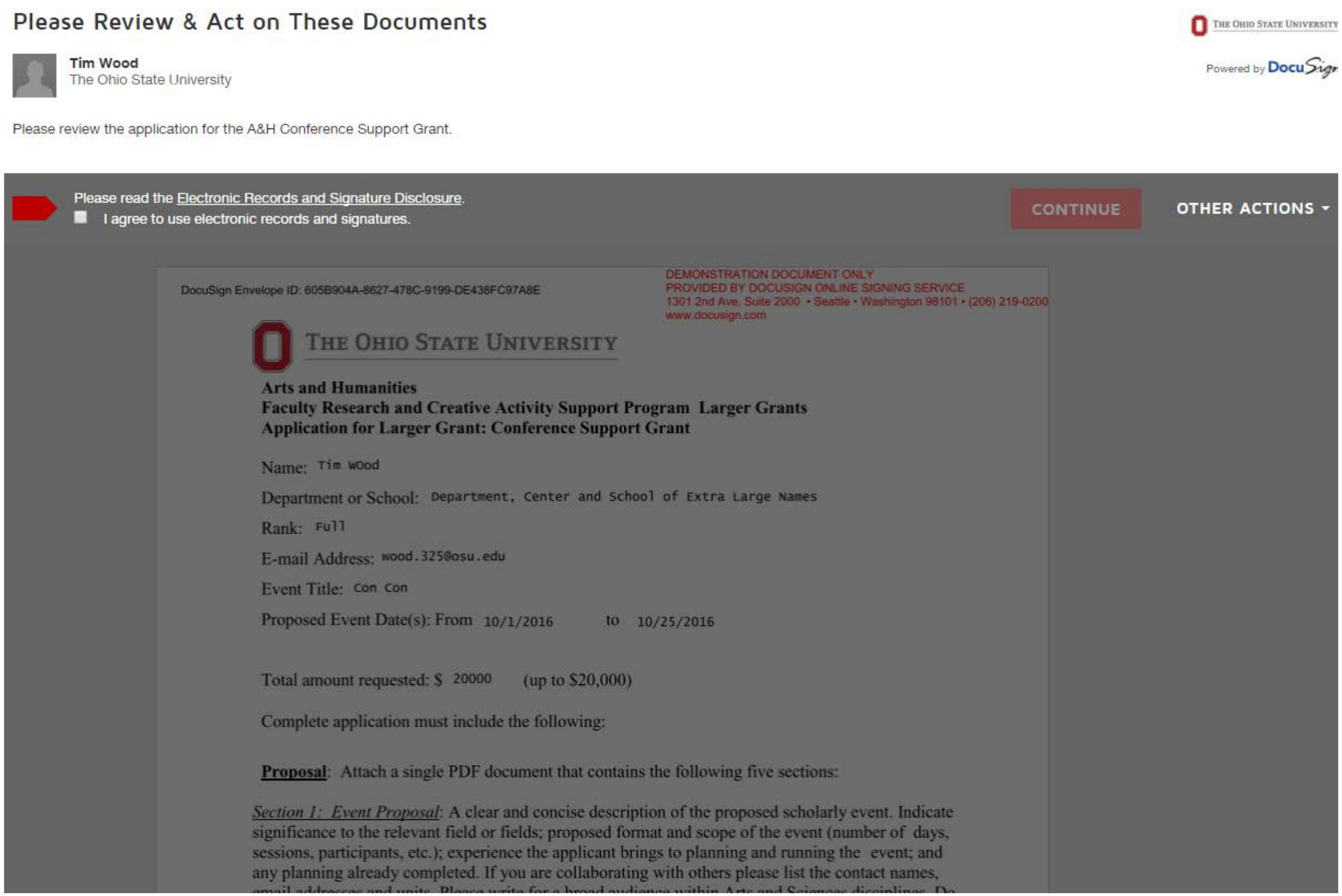
Continue the same process as Option 1



Please Review & Act on These Documents

Tim Wood
The Ohio State University

Please review the application for the A&H Conference Support Grant.

Please read the Electronic Records and Signature Disclosure.
☐ I agree to use electronic records and signatures.

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THE OHIO STATE UNIVERSITY

Arts and Humanities
Faculty Research and Creative Activity Support Program Larger Grants
Application for Larger Grant: Conference Support Grant

Name: Tim Wood

Department or School: Department, Center and School of Extra Large Names

Rank: Full

E-mail Address: wood.325@osu.edu

Event Title: Con Con

Proposed Event Date(s): From 10/1/2016 to 10/25/2016

Total amount requested: $ 20000 (up to $20,000)

Complete application must include the following:

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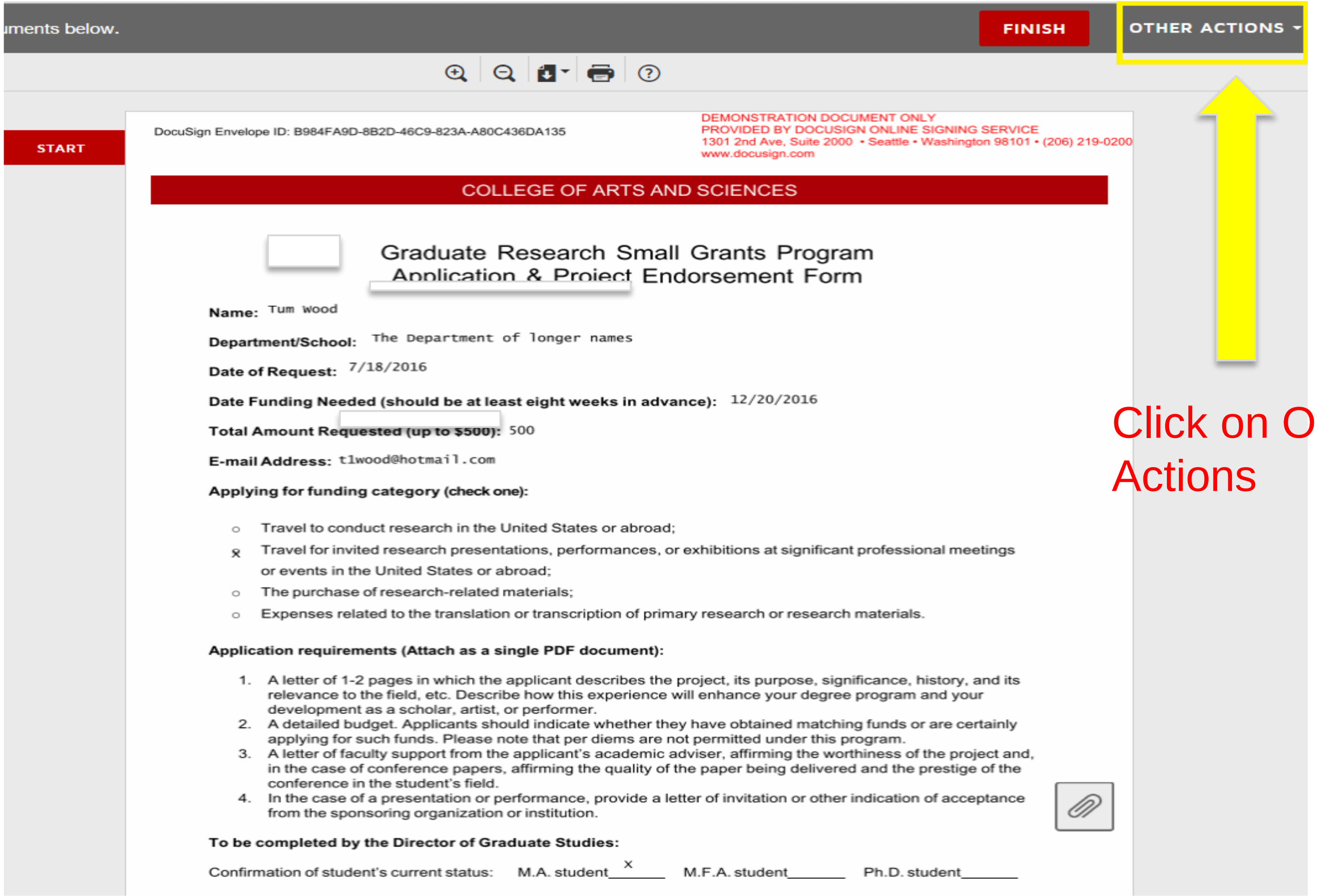
Decline to sign



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COLLEGE OF ARTS AND SCIENCES

Graduate Research Small Grants Program
Application & Project Endorsement Form

Name: Tum Wood

Department/School: The Department of longer names

Date of Request: 7/18/2016

Date Funding Needed (should be at least eight weeks in advance): 12/20/2016

Total Amount Requested (up to $500): 500

E-mail Address: tlwood@hotmail.com

Applying for funding category (check one):

- ○ Travel to conduct research in the United States or abroad;
- ☒ Travel for invited research presentations, performances, or exhibitions at significant professional meetings or events in the United States or abroad;
- ○ The purchase of research-related materials;
- ○ Expenses related to the translation or transcription of primary research or research materials.

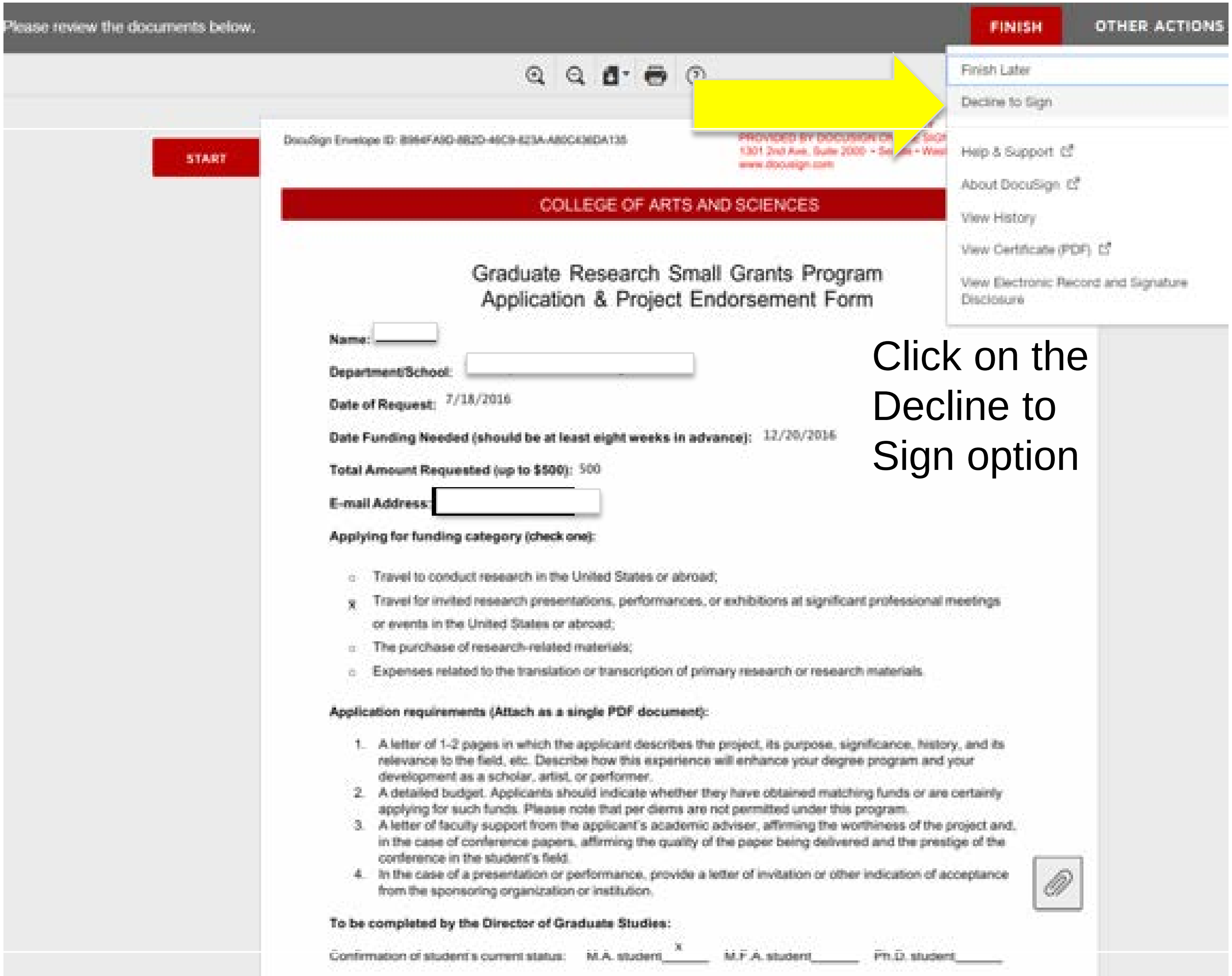
Application requirements (Attach as a single PDF document):

1. A letter of 1-2 pages in which the applicant describes the project, its purpose, significance, history, and its relevance to the field, etc. Describe how this experience will enhance your degree program and your development as a scholar, artist, or performer.
2. A detailed budget. Applicants should indicate whether they have obtained matching funds or are certainly applying for such funds. Please note that per diems are not permitted under this program.
3. A letter of faculty support from the applicant's academic adviser, affirming the worthiness of the project and, in the case of conference papers, affirming the quality of the paper being delivered and the prestige of the conference in the student's field.
4. In the case of a presentation or performance, provide a letter of invitation or other indication of acceptance from the sponsoring organization or institution.

To be completed by the Director of Graduate Studies:

Confirmation of student's current status: M.A. student__x__ M.F.A. student______ Ph.D. student______

Click on Other Actions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COLLEGE OF ARTS AND SCIENCES

Graduate Research Small Grants Program
Application & Project Endorsement Form

Name:

Department/School:

Date of Request: 7/18/2016

Date Funding Needed (should be at least eight weeks in advance): 12/20/2016

Total Amount Requested (up to $500): 500

E-mail Address:

Applying for funding category (check one):

- ☐ Travel to conduct research in the United States or abroad;
- ☒ Travel for invited research presentations, performances, or exhibitions at significant professional meetings or events in the United States or abroad;
- ☐ The purchase of research-related materials;
- ☐ Expenses related to the translation or transcription of primary research or research materials.

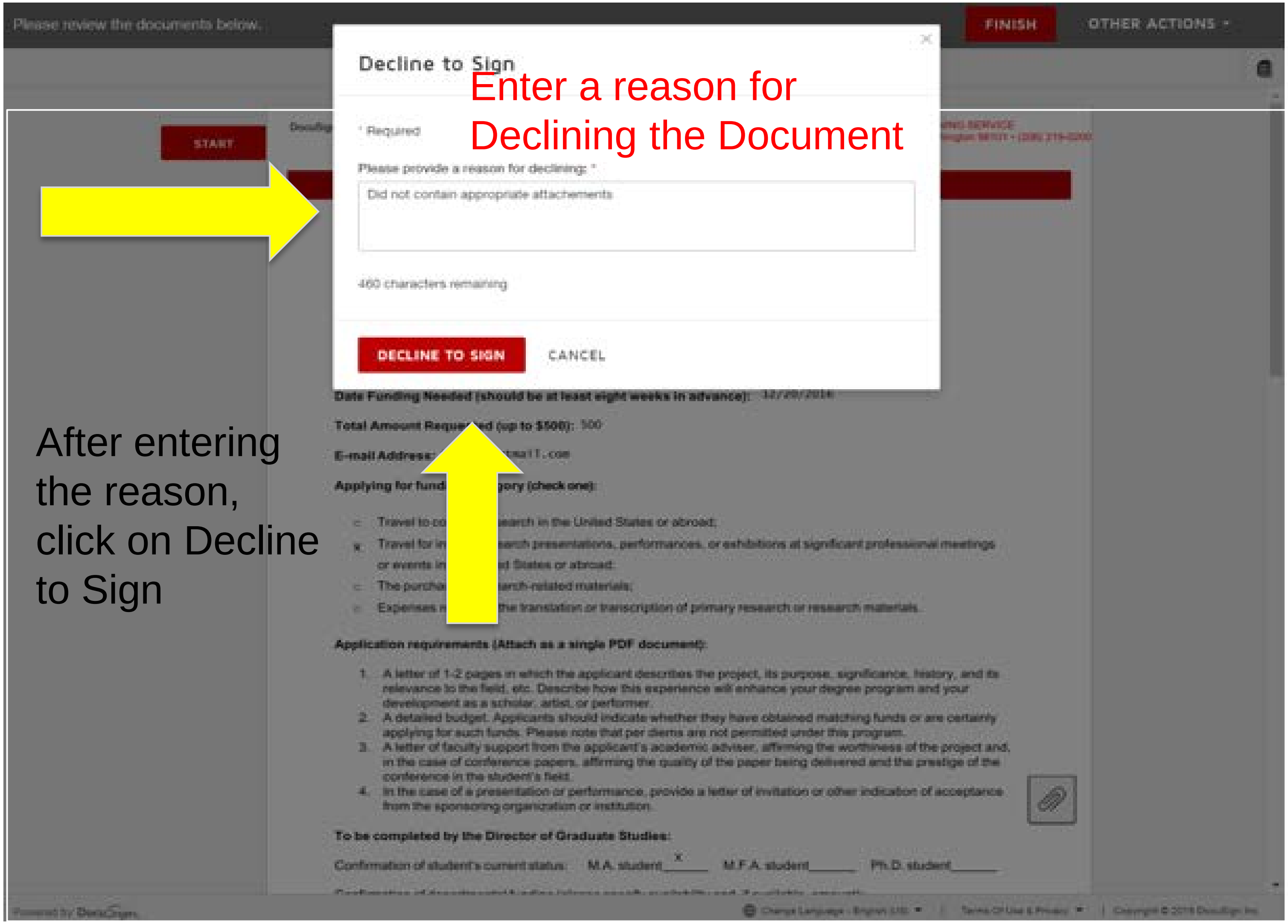
Application requirements (Attach as a single PDF document):

1. A letter of 1-2 pages in which the applicant describes the project, its purpose, significance, history, and its relevance to the field, etc. Describe how this experience will enhance your degree program and your development as a scholar, artist, or performer.
2. A detailed budget. Applicants should indicate whether they have obtained matching funds or are certainly applying for such funds. Please note that per diems are not permitted under this program.
3. A letter of faculty support from the applicant's academic adviser, affirming the worthiness of the project and, in the case of conference papers, affirming the quality of the paper being delivered and the prestige of the conference in the student's field.
4. In the case of a presentation or performance, provide a letter of invitation or other indication of acceptance from the sponsoring organization or institution.

To be completed by the Director of Graduate Studies:

Confirmation of student's current status: M.A. student__x__ M.F.A. student______ Ph.D. student______

Click on the Decline to Sign option



Decline to Sign

Enter a reason for Declining the Document

* Required

Please provide a reason for declining: *

Did not contain appropriate attachements

460 characters remaining

Date Funding Needed (should be at least eight weeks in advance): 12/20/2016

Total Amount Reque ed (up to $500): 500

E-mail Address: mail.com

Applying for fund gory (check one):

- ○ Travel to co earch in the United States or abroad;
- ☒ Travel for in earch presentations, performances, or exhibitions at significant professional meetings or events in d States or abroad;
- ○ The purcha earch-related materials;
- ○ Expenses the translation or transcription of primary research or research materials.

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To be completed by the Director of Graduate Studies:

Confirmation of student's current status: M.A. student__x__ M.F.A. student______ Ph.D. student______

After entering the reason, click on Decline to Sign