Faculty Applicant ___________________________________________ Date ________________

Department ________________________________________________

☐ Tenured ☐ Untenured

Previous Research Projects Supported by ODU Internal Grants (University and/or College)

1. ___________________________________________ Date ________________
2. ___________________________________________ Date ________________
3. ___________________________________________ Date ________________
4. ___________________________________________ Date ________________

Checklist:
☐ Chair’s Appraisal (1 page)
☐ Abstract (1 page)
☐ Narrative (10 page limit)
☐ Curriculum Vitae (1 page)
☐ Appendices if applicable (5 page limit)

Grant Support for Summer Research and Creative Activities

• Grants will be for $3,000. Grants may be used either to support work on a project or as seed money to work on a proposal for extramural funding that would support work on a larger project.
• Recipients may designate how much of the $3,000 they will receive as a taxable stipend and how much will be used to pay for research expenses.
• Faculty members who receive College Summer Research Grants may accept teaching or other significant paid work only if they can demonstrate that they will devote eight uninterrupted weeks of activity toward the summer research project.

Eligibility

• Only full-time tenured and tenure-track faculty may apply. Proposals will be considered on the basis of merit without regard to rank.
• Faculty who received a College Summer Research Grant in summer 2015, 2016, or 2017 are not eligible to apply for the College Summer Research Grant.
• Administrative faculty on twelve-month contracts may not apply.

Due Date

• The application due date for the College Summer Research Grants is 5:00 p.m. on Friday, February 23, 2018. The application should be submitted as a single PDF to demiller@odu.edu.
Proposal Submission Format

1. Cover sheet (one page)
2. Department Chair’s Appraisal/Recommendation (one page)
3. Abstract (one page—may be single spaced)
4. Narrative (not to exceed ten pages, double spaced; make clear whether the grant will be used to support work on the project directly or as seed money)
   ▪ Statement of the Problem or Description of the Area of Investigation
   ▪ Supporting Documentation (including a description of the applicant’s prior work in the field and a list of the applicant’s relevant publications)
   ▪ Project Goal(s)
   ▪ Project Objectives
   ▪ Study Design/Methodology
   ▪ Future Research Plan or Publications to be produced (including, if relevant, details about the extramural funding that is to be pursued)
   ▪ Time Table for completion of research/proposal
   ▪ Budget, including intended allocation of money between stipend and expenses
5. Statement of Eligibility
6. Abbreviated Vita (one page)
7. Appendices if applicable (not to exceed 5 pages)

Submission Review Process

- The Arts & Letters Research and Publications Committee will rank all submitted proposals prior to their review by the Dean.
- Incomplete proposals, proposals that do not strictly follow the proposal submission format, and proposals submitted after the deadline will not be considered.

Time Line

*February 23, 2018:* Submit proposals to the Associate Dean for Research and Graduate Studies

*March:* Evaluation of proposals by the Arts & Letters Research and Publications Committee

*April:* Announcement of College Awards

Reporting Requirements

- Final reports are due to the Associate Dean for Research and Graduate Studies by January 12, 2018.
- Final reports must address the following questions and issues:
  - Where did you conduct your research or creative work?
  - Please give a detailed outline of how your time was used.
  - What findings did you discover in the course of your research?
  - What outside grants have you applied for or do you intend to apply for as a result of the work you completed during the grant period?
  - What articles or book or other creative work have you submitted for publication/review/show or performance as a result of your research?
  - What articles or book or other creative work do you intend to submit for publication/review/show or performance as a result of your research?
  - What unexpected findings did you make (if any) as a result of your research?
- All College Grant recipients must be willing to give a short talk to the College’s faculty, staff, and students during the spring of the following year.