A. Purpose and Eligibility
The Old Dominion University Honors College Undergraduate Research Program, in cooperation with the ODU Office of Research, is offering a number of grants to support one-year pilot projects in research and other scholarly activities. These projects are intended to include as a primary objective authentic research and scholarship experiences for undergraduate students.

1. Projects will support preliminary research and scholarship with the potential to attract outside funding and/or to support creative activities basic to the goals of the University.
2. Principal investigators will also act as mentors for substantial and authentic undergraduate research and scholarship experiences.
3. Full-time ODU faculty, including research faculty, tenure-track faculty, and tenured faculty are eligible to apply. Undergraduate students enrolled at ODU are eligible to be mentored under this program. Sophomore or junior status, as well as a minimum 3.25 GPA are recommended for mentees.
4. The awards may be used for student stipends and faculty summer salary, as well as conference/workshop travel and materials necessary for completion of the work. PURS grants are not intended as continuing sources of support.

B. Review and Approval Procedures
1. All proposals are evaluated and ranked on the basis of merit.
2. A faculty member can submit only one proposal per RFP, either as PI or Co-PI.
3. Faculty may not hold more than one concurrent PURS grant.
4. Applicants must submit a Proposal Administrative form signed by their Department Chair along with the full proposal.
5. Faculty submitting proposals must not be a part of the review and evaluation process, whether at the department, college, or University levels.
6. Proposals will be evaluated by the Undergraduate Research Advisory Committee including representatives from the Honors College, Office of Research, and faculty selected based on area of expertise.

C. Responsibilities
1. Successful applicants will devote one calendar year (Jan-Dec) to the project in the year following the award (2018). Grant recipients are expected to perform original research or scholarship during this period, with significant and substantial involvement of undergraduate students. Regular (weekly, at minimum) contact time with undergraduate mentees is expected for the purposes of training and professional development.
2. Successful applicants will recruit and select undergraduate mentees in the Fall semester prior to the initiation of the project, and will provide mentoring for these students for the project duration. Involvement of undergraduate mentees is expected to be substantial throughout the project duration, and is...
to include at least 10 hr/wk research/scholarship commitment during Spring and Fall semesters, and a 10 wk summer commitment of at least 30 hr/wk.

3. Informal “site visits” will be made by Honors College and/or Office of Research representatives in late summer to early fall to discuss projects with students and mentors.

4. Successful applicants must make a Progress Report to the Honors College in the Spring semester following completion of the award period, as well as for 2 years thereafter.

5. Principal investigators are expected to make application to an external funding agency for research or scholarship related to the funded award in the calendar year following completion of the award period (2019). Undergraduate mentees should be involved in proposal planning, writing, and preliminary data generation.

6. Undergraduate mentees involved with projects are expected to attend the ODU Undergraduate Research Symposium in the Spring semester of the award period (2018) and to present their work (oral, poster, or exhibit) at the Undergraduate Research Symposium in the Spring semester following completion of the award period (2019).

D. Any exceptions to this policy must be made by the Dean of the Honors College

Request for Proposals (RFP)

Purpose of the Grant Award

The purpose of the PURS is to provide seed funding for research and other scholarly activities that will involve undergraduate students as integral members of the creative team. It is expected that these awards will result in applications to external funding sources, journal publications and/or discipline-appropriate scholarly products. Undergraduate mentees supported by this program are also expected to produce scholarly works, such as journal publications, presentation at professional meetings, and displays of artistic work.

Eligibility

Eligible applicants are research faculty, tenure-track faculty and tenured faculty at ODU. Funding is contingent on the applicant’s commitment to remaining at ODU for the duration of the grant. Applicants will notify the Office of Research if they plan to leave the University either during the grant review period or during the award period. Applicants will not be eligible for award through this program if delinquent on progress reports for other intramural funding.

Undergraduate mentees identified by applicants should be full time ODU students with sophomore or junior standing, and have at least two semesters and one summer
remaining before planned graduation. A minimum GPA of 3.25 is strongly recommended.

**Award Amounts**

Awards will be made up to $10,000. Allowable expenses include summer salary for faculty mentors (taxable), undergraduate student stipends (taxable), supplies and minor equipment (non-taxable), and costs for conferences and/or scholarship-related travel (non-taxable). Proposed budgets should clearly include minimum summer stipend support for undergraduate mentees of $2,250 (30 hr/wk; 10 wk) or $3,000 (40 hr/wk; 10 wk), as well as funds to support their contribution to the project. Faculty summer salary for project management and student mentorship is limited to $3,000. Travel funds are primarily intended for undergraduate mentees. Requests for faculty travel funds will be considered on a case-by-case basis.

**Obligations of Award Recipients**

Each award recipient will be expected to:

1. Pursue a pilot project in research or other scholarship for one calendar year, with the intent of generating data or other products that may be used to make application to external funding agencies.
2. Provide mentorship to an undergraduate student or students who will substantially support the goals of the project. The award is not intended to support undergraduates simply as technicians; successful applications will clearly outline a plan for mentorship and professional development of undergraduate mentees.
3. Submit a Progress Report form to the Honors College (HCUndergradResearch@odu.edu) by May 1, 2019 and on the same date for 2 years thereafter. Progress Report forms will be available on the Honors College website and will be provided via email to awardees one month prior to due dates. Progress Reports will include information about grant proposals and scholarly products related to the funded project and will also clearly indicate products with authorship or attribution to undergraduate mentees.
4. Undergraduate mentees under this program are expected to attend the ODU Undergraduate Research Symposium in the Spring semester during the award period (2018) and to present their work at the Undergraduate Research Symposium in the year following the award period (Spring 2019). It is permissible for undergraduate mentees to have graduated prior to this presentation, but mentees are expected to be enrolled full time at ODU for the entire duration of the award period.
5. Recipients are expected to acknowledge the support of the Honors College and Office of Research when making publications as a result of this award. The following example statement can be used: This work was supported by a
Program for Undergraduate Research and Scholarship (PURS) grant from the Office of Research and Honors College at Old Dominion University, Norfolk, Virginia, USA.

Proposal Submission

Award Criteria

Proposals will be ranked by the review committee according to the following criteria:

1. Quality of undergraduate mentorship plan, including involvement of the undergraduate mentee(s) in authentic research or scholarship and plan for professional training and development.
2. Scholarly merit and originality.
3. Quality of the research/scholarship plan and methodology.
4. Broader impacts of the work, including impact on the investigator’s research or scholarship plan, potential for attracting external funding, and production of scholarly works.

TIMELINE

| Early August 2017 | The call for proposals will be sent via email to all colleges/departments. Complete RFP and Proposal Administrative Form are available on the Office of Research website (http://www.odu.edu/facultystaff/research/funding/opportunities/intramural-funding) and the Honors College website (https://www.odu.edu/impact/student/undergradresearch) |
| Monday, Oct. 16, 2017 | Deadline for submission of proposals to Honors College |
| Early Nov. 2017 | Notification of successful applicants |
| Jan-Dec, 2018 | Award period |

Proposal Format

- Proposals should be written so that those in different disciplines can understand the approach and importance of the work. Excessive use of jargon is discouraged.
- A Proposal Administrative form signed by the applicant’s Department Chair is required in addition to the documents described below. This form serves as a cover letter and is available with the RFP at the locations listed above. The Proposal Administrative Form is also available at the end of this RFP.
Sections I-VI below (Proposal Administrative Form, Abstract, Narrative, Undergraduate Mentoring Plan, and Curriculum Vitae are required. Section VII (Appendices) is optional.

Follow all instructions and use (a) through (e) as section headings.

Submit proposals in .pdf format no later than Monday October 16, 2017 to Dr. David Gauthier, Director of Undergraduate Research (HCUndergradResearch@odu.edu). Please use the words “PURS Application” in the subject line to ensure delivery.

I. Proposal Administrative Form (serves as cover sheet)

II. Abstract (one page, single spaced, does not count toward page maximum)

III. Narrative (five pages max., double spaced, 1 in. margins, font 11 or 12 point)
   a. Background and Rationale. Describe the importance and background for the project including how it will advance the area of study or scholarship. Provide enough information so that an individual not directly involved in the particular area of scholarship can assess its significance.
   b. Project Goal(s) and Objective(s). Goals include broader aims of the project in context of its field. Objectives include narrowly defined, tangible experiments and/or products of the work.
   c. Future Grant and Products Plan. Include names of agencies or programs to which you will plan to apply using products of this work. Describe anticipated scholarly products (e.g., publications, presentations, exhibits, performances, etc.) of the work, and clearly indicate those products in which undergraduate mentees will take a leading role.
   d. Study Design/Methodology. Provide a detailed account of methods and approaches that will be used to achieve project objectives. If the project involves animal use, human subjects, or intellectual property issues, indicate how compliance with University policy will be achieved.
      i. If your project involves the use of animals or other biosafety factors please contact Jeffrey Marshall, Senior Research Compliance Coordinator, at jrmarsha@odu.edu.
      ii. If your project involves human subjects or data obtained from human subjects please contact Danielle Faulkner, Research Compliance Coordinator, at dfaulkn@odu.edu.
      iii. Please contact Khaled Abul-Hassan, Director of Patents, at kabulhas@odu.edu for licensing or intellectual property questions.
   e. Time Table. Provide a brief timeline of project objectives. The timeline should include a clear plan of training for undergraduate mentees.

IV. Statement of Undergraduate Mentoring Plan (1 page maximum): Indicate how undergraduate mentee(s) will be mentored throughout the project, including training activities, perceived role of the mentee(s) in achieving project objectives, and professional development. Undergraduate mentees are not required to have been selected at time of application, however, if a mentee has been selected at the time of proposal, it is permissible to include a short bio and description of their qualifications.

V. Budget and Justification. Recipients may request up to $10,000 for one calendar year (2018). Allowable expenses include faculty summer salary,
student summer stipends, supplies and minor equipment, and travel related to the project. All proposed expenditures must be clearly justified in this section.

VI. Curriculum Vitae (two pages, 1 in. margins, does not count toward page limit). Highlight work and products relevant to this application. In addition (outside of two page limit), please include a list of current grants and pending applications, including agency, amount requested, and project period. If you have no current or pending grant applications, please clearly state.

VII. Appendices (figures may be included; no more than five pages)
## Honors College/Office of Research
## Program for Undergraduate Research and Scholarship (PURS)
## Proposal Administrative Form

1. **Principal Investigator(s):**

2. **Department:**

3. **Phone number:**

4. **Email:**

5. **Project Title:**

6. **Research Period:**
   - From:
   - To:

7. **Total Amount Requested $**
   - Faculty Summer Salary $  
   - Undergraduate Mentee Stipend $  
   - Justified Expenses $  

8. **Anticipated time commitment (Faculty and Student):**
   - Semesters:
   - Summer:

9. **ANIMALS:** Does this project involve the use of animals? ( ) yes ( ) no
   - If yes and you receive the award, contact Jeffrey Marshall, jrmarsha@odu.edu
   - Date approved: Protocol #:
   - Date submitted for pending application:
   - If YES, all “key personnel” must complete appropriate CITI Animal Use and Care training
   - Date completed: Attach certification letters for all Key Personnel

10. **HUMAN SUBJECTS:** Does this project involve human subjects or data obtained from human subjects? ( ) yes ( ) no
   - If yes and you receive the award, contact Danielle Faulkner, dfaulkn@odu.edu
   - Date of approval: Protocol #:
   - Date submitted for pending application:
   - If YES, all “key personnel” must complete Human Subjects Training.
   - Date completed: Attach certification letters for all Key Personnel

11. **Departmental Fiscal Technician contact information:**
   - Name:
   - Email:
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1. Department Chair’s Evaluation:

____________________________________________________________
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Signature Date Department/College

Print/Type Name

2. Department Chair’s Evaluation:

____________________________________________________________
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Signature Date Department/College

Print/Type Name