CALL FOR PROPOSALS: UNDERGRADUATE RESEARCH AND CREATIVITY GRANTS

DEADLINE FOR APPLICATIONS: December 1, 2017
The Honors College sponsors the University-wide Undergraduate Research and Creativity Grant program. This program provides students with an opportunity to pursue original research, scholarship, or creative work under the mentorship of a full-time faculty member. Open to Juniors and Seniors with a minimum cumulative GPA of 3.25, the award provides a $2000 stipend for one semester (Spring 2018). *NEW FOR 2018* Up to $500 of this award may be designated for faculty mentor stipend. The award will be made in one of two ways: 1) as payment to the student/faculty mentor or 2) as a transfer of funds to the academic department. An important aspect of this program is that it places the student and a faculty member in an apprentice/mentor relationship. After agreeing on a particular project, the faculty member assists the student in writing and submitting a proposal, supervises the student’s scholarly activity, and assists in the construction of the student’s final project report. This program can be used to support undergraduate honors theses, as well as senior or supervised research and creativity projects (or equivalent programs in the student’s major).

ELIGIBILITY REQUIREMENTS
Students from all disciplines are eligible. Juniors and Seniors with a minimum GPA of 3.25 are encouraged to submit a proposal; students must be enrolled for at least 12 hours during the semester in which the project is funded. The award stipend will be $2000 (subject to tax withholding) for one semester. The project could involve research, design, development, field study, creative work or performance. The project should require about 150 hours of the student's time (i.e., 10 hours per week) in one semester, and should be appropriate in scope such that the student can produce a research or other scholarly product (e.g. presentation, publication, exhibit, or performance) at the end of the award period. Ideally, the project should be initiated by the student, but faculty members may approach students about collaborative projects. If the project is related to faculty research or other scholarship, the project should require that the student assume increasing responsibilities over the course of the semester. The award is not intended to support student laboratory assistants; it is intended that award recipients will be acting as principal investigator of an authentic research project under mentorship of their faculty advisor. Students requesting personal support as part of the proposal budget must be eligible for campus employment.

REVIEW OF APPLICATIONS
A University Committee composed of a representative from each college and appointed by the Provost will review the proposals and select the projects that will be funded under this program.
FORMAT FOR THE APPLICATION

Student proposals should be written with minimal use of jargon. Faculty members should not co-author or "co-propose." Mentors may provide editorial and content assistance for student proposals, but proposals must be primarily the work of student applicants. Mentors will have the opportunity for input and explanation in a separate letter of support. The project proposal should not exceed five single-spaced pages. The cover page, appendices and attachments are not included in this length restriction. A letter of support from the faculty mentor is to be submitted separately from the student application. The following format should be followed:

1. **Cover Page.** The title of the project, the student's name, UIN, address, email address, phone number, and major should be centered on the page. The name, department, email address, and phone number of the faculty mentor should also be listed. The date should be centered at the bottom of the page.

2. **Project Description.** Provide a clear, exact statement of what the project is and why it is important. How will the project contribute to a particular field of study? Proposals should be written with a minimum of jargon, and such that they can be evaluated by faculty from other disciplines.

3. **Methodology.** Provide a description of how the research question/problem is to be investigated. What steps are involved? What sources will be used? Where relevant, please include a bibliography.

4. **Outcomes.** Provide a description of the anticipated outcomes associated with the project, e.g., a conference paper, report, journal article, exhibition, performance, or Senior Honors Thesis.

5. **Budget.** Include a short paragraph on how the project funds will be used. The student should be aware of the total cost of the project in broad terms: How much support is given by his or her department through the use of facilities? What part of the expenses will be covered by the award? How will the $2000 award be spent? Provide justification if the student will use the funds for personal maintenance while working on the project. Up to $500 of the award may be used for faculty mentor stipend; if this is the case, it should be stated clearly in the proposal budget.

6. **Independence of the Project.** Present evidence that independent research or scholarship is involved. The project should not be lab assistant work, course work for a faculty member, or simple technical tasks. If the work involves an aspect of a larger faculty project, the faculty member should explain the student's role in her/his letter of support.

7. **Appendices, Attachments.** If appropriate, the student should include copies of research materials such as questionnaires and other forms as appropriate. Personal resumes should not be included. If the applicant has received prior support from the Honors College Research and Creativity Fellowship/Grant programs, a one-page report summarizing accomplishments from the previous project must be included as an appendix.

Please email electronic proposals (in .docx, or .pdf format) to Dr. David Gauthier, Director of Undergraduate Research, at HCUndergradResearch@odu.edu. Email from your @odu.edu account with subject line "<last name>_Undergraduate Research Grant Application_Sp18" to ensure delivery. Proposals emailed without this subject line may not be reviewed.

8. **Faculty Mentor’s Letter of Support.** The faculty mentor letter of support should be sent by the faculty mentor directly to Dr. David Gauthier at HCUndergradResearch@odu.edu. The letter of support should not be included in the application package submitted by the student. This letter should include: A) the mentor's view of the scope and nature of the project; B) time available for the mentor to work with the student; C) the mentor's familiarity with the student and her or his work; D) a clear statement of the mentor's involvement in the project. The mentor should help plan the project, assist the student with the proposal, and actively participate in the project's implementation. Please include the student's last name and “Faculty Support Letter_Sp18” in the subject line.

**Final Report:** The comprehensive final report should be no more than 12 pages at minimum 1.5 spacing, including tables and figures. Follow the publication and manuscript formatting guidelines for your field. An electronic copy of the final report is to be submitted by email from your @odu.edu account to Dr. David Gauthier at HCUndergradResearch@odu.edu. Use the subject line “<last name>_Undergraduate Research Grant Final Report_Sp17.” A letter of endorsement by the faculty mentor is to be included (does not count toward page limit).

Reports are due by the first week in July. All final reports will be reviewed for potential publication in the ODU Undergraduate Research Journal. Students are encouraged to contact Dr. David Gauthier (HCUndergradResearch@odu.edu) for further information on and assistance with publishing their work. Questions about this or any other Undergraduate Research Program initiative can be sent to Dr. David Gauthier, Director, Undergraduate Research, HCUndergradResearch@odu.edu.