CALL FOR PROPOSALS: UNDERGRADUATE RESEARCH AND CREATIVITY FELLOWSHIPS

DEADLINE FOR APPLICATIONS: March 17, 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 $2500 stipend for one semester (Summer 2017). The award will be made in one of two ways: 1) as payment to the student 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 during the semester in which the project is funded. The award stipend will be $2500 (subject to tax withholding) for one semester. The project could involve research, design, development, field study, creative work or performance. The project 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 award period. 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. (Please note: 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 primarily in the letter of support to be included with the student proposal.)

Length: The project proposal should not exceed five single-spaced pages. The cover page, faculty mentor's letter of support, appendices and attachments are not included in this length restriction.

The following format should be followed:

1. Cover Page. The title of the project, the student’s name, address, email address, phone number, UIN 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? It is important to note that proposals will be reviewed by faculty with appropriate disciplinary expertise, but not necessarily with direct involvement in the student’s proposed area of study. Therefore, proposals should be written such that they can be evaluated by faculty from related 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 $2500 award be spent? Provide justification if the student will use the funds for personal maintenance while working on the project.

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, e.g., compiling questionnaires or entering data. 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. Faculty Mentor's Letter of Support. This letter should include the following: 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.

8. Appendices, Attachments. If appropriate, the student should include copies of research materials such as questionnaires to be used and any other forms as appropriate. 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. Personal resumes should not be included.

Please email electronic proposals (in .docx, or .pdf format) to David Gauthier, Director of Undergraduate Research, HCUndergradResearch@odu.edu. Email from @odu.edu account with subject line “Undergraduate Research Grant” to ensure delivery.

Questions about this or any other Undergraduate Research Program initiative can be sent to Dr. David Gauthier, Director, Undergraduate Research, HCUndergradResearch@odu.edu.

Final Report: A comprehensive final report, with an attached letter of endorsement by the mentor. This report should be no more than 10 pages double spaced and include no more than 3 tables or figures. These reports should be follow the publication and manuscript formatting guidelines for your field.

Reports are due by the end of the first week of November 2017. An electronic copy of the final report is to be submitted by email from your @odu.edu account to Director of Undergraduate Research, HCUndergradResearch@odu.edu, with the subject line: Undergraduate Research Fellowship Final Report_Sm17.

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.