

CALL FOR PROPOSALS: Summer Research Fellowship

DEADLINE FOR APPLICATIONS: February 16th, 2015

Sponsored by the ODU Honors College, 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 rising or current juniors and seniors with a minimum cumulative GPA of 3.25. 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. This program provides \$2500 for students who are working under a faculty mentor on a collaborative research project that will take place over the summer. The fund can be used for supplies, materials, travel for field work, as a stipend to offset the costs of staying on campus during the summer, or for any other justified research related expense.

ELIGIBILITY REQUIREMENTS

Students from all disciplines are eligible. Rising juniors and seniors with a minimum GPA of 3.25 are encouraged to submit a proposal. Students must be enrolled full time (12 credit hours) during the spring semester 2015 and have at least one full semester of study left before graduation. Students do not need to be enrolled in summer courses to be eligible for this program. The award will be \$2500 (subject to tax withholding) for one semester. The project could involve original research projects, field study, creative work or performance. The project should require about 250 hours of the student's time and be completed by the end of the summer term. The funds must be distributed by the end of the 2014-15 fiscal year. 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 scholarship, the project should require that the student make a unique contribution to the research program and assume increasing responsibilities over the course of the summer. The award is not intended to be a substitute for work done by a student laboratory or research assistant.

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.

Summer Fellowships 2015

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." The mentor's input should be in the supporting letter and not part of the student's 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, and major should be centered on the page. The name and department 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?
- 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 outcomes associated with the project: 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 \$1500 award be spent? It is legitimate for the student to use the funds for personal maintenance while working on the project.
- 6. Independence of the Project.** Present evidence that independent research is involved. The project should not be lab assistant work, course work for a faculty member, or simply research for a professor in which the student does much of the functionary work, e.g., compiles questionnaires or tabulates numbers. If the work involves one 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. Personal resumes should not be included. Please email electronic proposals (in .docx, .doc, .rtf, or .pdf format) to Jill Fox, Executive Secretary, Honors College, jefox@odu.edu. Email from @odu.edu account with subject line "Summer Research and Creativity Fellowship Grant" to assure delivery.

Questions about this or any other Undergraduate Research Program initiative can be sent to Dr.

David Metzger at dmetzger@odu.edu.

Final Report: A comprehensive final report, with an attached letter of endorsement by the student and the mentor, should be submitted to the Undergraduate Research Program by the end of September. This report should be no more than 10 pages double spaced and include no more than 3 tables or figures. These reports should follow the publication and manuscript formatting guidelines for the student's field. Please submit an electronic copy of the final report by email from your @odu.edu account to Jill Fox, Executive Secretary, Honors College, jefox@odu.edu.

All final reports will be reviewed for potential publication in ODU's Online Undergraduate Research Journal.