ODU OFFICE OF RESEARCH
INTRAMURAL PROGRAM SOLICITATION

I. **PROGRAM:** Program for Undergraduate Research and Scholarship (PURS) 2024-25 Guidelines

II. **PROGRAM DESCRIPTION:**

The Old Dominion University (ODU) Perry Honors College Undergraduate Research Program, in collaboration with the ODU Office of Research, offers a number of grants to support one-year (May 15, 2024 - May 14, 2025) pilot projects in research and other scholarly activities. These projects should include authentic research and scholarship experiences for undergraduate students as a primary objective.

The purpose of the PURS is to provide seed funding for research and other scholarly activities that involve undergraduate students as integral members of the creative team. The PI should provide mentorship to an undergraduate student or students who will substantially support the goals of the project. This 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. It is expected that PURS awards will lead to applications of 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.

Full-time ODU faculty, including research faculty, tenure-track faculty, and tenured faculty are eligible to apply. ODU undergraduate sophomore or junior-level status with a minimum G.P.A. of 3.25 are eligible to be mentored under this program. The awards may be used for student pay and faculty summer salary, as well as conference/workshop travel and materials necessary for completion of the work.

This funding program is for faculty members who have a well formulated and meritorious project that can be readily articulated and has **not** been previously funded. The PURS is not intended to support major projects, and PURS grants are not intended as continuing sources of support. The faculty member should be capable and willing, in the judgment of their chair, to carry out the project should it be funded.

A. Successful applicants will devote one year (May 15, 2024, through May 14, 2025) to the project (Summer, Fall, Spring). 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.

B. Successful applicants will recruit and select undergraduate mentees in the Spring 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 and is to include a commitment to at least 10 hours/week of research/scholarship during Spring and Fall semesters, and a 10-week summer commitment of at least 30 hours/week.

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

D. Successful applicants must make a Progress Report to the Office of Research by May 15, 2025, at the completion of the award period, as well as for 3 years thereafter.

E. Principal investigators are expected to submit a funding application to an external funding agency for research or scholarship related to the PURS award in the calendar year following completion of the award period. Undergraduate mentees should be involved in proposal planning, writing, and preliminary data generation.

F. Undergraduate mentees involved with awarded projects are expected to attend the ODU Undergraduate Research Symposium in the Spring 2024 and to present their work (oral, poster, or exhibit) at the Undergraduate Research Symposium in the Spring 2025.

Any exceptions to these guidelines must be made by the Dean of the Perry Honors College.

III. **PROPOSAL DEADLINE (due by 5 p.m. Eastern Daylight Time):** Monday, February 19, 2024.

IV. **AWARD INFORMATION:**

A. **Estimated Number of Awards:** Varies, depending on availability of funding.

B. **Anticipated Amount of Awards:**

1. Awards will be made up to $10,000. ***PI should develop project budget for proposal submission. The Research Foundation will not provide assistance during the submission stage.***

2. Allowable expenses include summer pay for faculty mentors, undergraduate student pay, supplies and minor equipment, and costs for conferences and/or scholarship-related travel. ***Please note this award is paid to the Project Investigator/Faculty members via the Research Foundation. Awardees will be notified and referred to*** preaward@odu.edu ***for preparation of internal budget requirements to set up their account.***

3. Proposed budgets should clearly include minimum summer pay support for undergraduate mentees for 30 hours/week, 10 weeks or 40 hours/ week, 10 weeks, as well as funds to support their contribution to the project. When budgeting, please keep in mind the Code of Virginia minimum wage ([§ 40.1-28.10. Minimum wages (virginia.gov)](https://virginia.gov)).

4. An individual's faculty summer salary for project management and student mentorship is limited to $3,000 (total of pay and **fringe benefits**).

5. Travel funds are primarily intended for undergraduate mentees. Requests for faculty travel funds will be considered on a case-by-case basis.

V. **ELIGIBILITY INFORMATION:**

A. **Who May Apply:** Eligible applicants are ODU research faculty, clinical faculty with 25% or more of their workload dedicated to research, tenure-track faculty and tenured faculty members.

Undergraduate mentees identified by applicants should be full time ODU students with sophomore or junior standing at the time of application and have at least two [regular] semesters and one summer remaining before planned graduation.

B. **Co-PI permitted:** None.

C. **Limit on Number of Applications per PI:** One proposal per academic year.

D. **Additional Eligibility Requirements:**

1. The PURS awards ***may not be used*** to fund research for which an applicant already is or will be receiving funding support.

2. Funding is contingent on the applicant's commitment to remain at ODU for the foreseeable future. The applicant and chair must notify the Office of Research immediately if this status will be changing.

3. Applicants who are not up to date on prior intramural reporting are ineligible for funding.

4. A faculty member may submit only one proposal as a PI per funding period.

5. Applicants must submit a PURS Cover Sheet form signed by their Department Chair along with the full proposal.

6. Faculty submitting proposals must not be a part of the review and evaluation process, whether at the department, college, or University levels.

7. Repeat applicants **must** demonstrate the proposed project is a new line of research.

8. Awardees will not receive PURS funding unless prior intramural reporting is up to date.

VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Procedure: PURS proposals are submitted first to the faculty member's chair, who endorses the PURS request on the PURS Cover Sheet form. Please allow sufficient time for the chair to review the proposal and provide strong supporting comments.

B. Cover Sheet: The PURS Cover Sheet provided online should be downloaded and completed. Please ensure that all required signatures are present. This form serves as a cover letter and is available with the RFP at the locations listed above. The PURS Cover Sheet form is also available at the end of this document.

C. Narrative Language: The proposal must be written so that a *layperson or reviewers in unrelated disciplines can understand it*. Please avoid jargon that may be unfamiliar.

D. Proposal Format:

1. Proposal documents should be double spaced, in Times New Roman 11-point font, with 1-inch margins.

2. The proposal must include sections A-F below (PURS Cover Sheet **f**orm, Abstract, Narrative, Undergraduate Mentoring Plan, and Curriculum Vitae. Section G (Appendices) is optional.

   a. **PURS Cover Sheet f**orm. (serves as cover letter)

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

   c. **Narrative** (Seven pages maximum, double spaced, 1 in. margins, font 11- or 12-point). Use the subsection headings shown below.

      i. **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.

      ii. **Project Goal(s) and Objective(s)**: Goals include broader aims of the project in the context of the field. Objectives include narrowly defined, tangible experiments and/or products of the work.

      iii. **Future Grant and Products Plan**: Include names of external agencies or funding programs to which you 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.

      iv. **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. Institutional Review Board approval not required at the time of application.

- • If your project involves the use of animals or other biosafety factors please contact Danielle Dady, Senior Research Compliance Coordinator, at ddady@odu.edu.

- • If your project involves human subjects or data obtained from human subjects please contact Olivia Trumino, Research Compliance Coordinator, at otrumino@odu.edu.

- • Please contact David Einfeldt at deinfeld@odu.edu for licensing or intellectual property questions.

  v. **Timetable:** Provide a brief timeline with project objectives. The timeline should include a clear plan of training for undergraduate mentees.

d. **<u>Statement of Undergraduate Mentoring Plan</u>** (2-3 pages): 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 identified at the time of proposal, you may include a short bio and description of their qualifications.

e. **<u>Budget and Justification</u>**: Recipients may request up to $10,000 for one year (May 15, 2024-May 14, 2025). Allowable expenses include faculty summer salary/fringe benefits, student summer pay/fringe benefits, supplies and minor equipment, and travel related to the project. All proposed expenditures must be clearly justified in this section.

f. **<u>Curriculum Vitae</u>** (two pages, 1 in. margins): 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 this.

g. **<u>Appendices</u>**. Figures and references may be included but must not exceed 5 pages.

3. **Submission Instructions:**

a. Submit proposals with all required documents combined in a single document in .pdf format no later than 5:00 pm on Monday, February 5, 2024, to the Director of Undergraduate Research (HCUndergradResearch@odu.edu).

b. Please use the words "PURS Application" in the subject line to ensure delivery. Proposals sent under subject lines not containing these words may not be reviewed.

VII. <u>REVIEW AND SELECTION PROCESS</u>

A. Proposal Review:

1. Proposals submitted in response to this program solicitation will be reviewed for compliance with program requirements.

2. Proposals will be evaluated by the Undergraduate Research Advisory Committee including representatives from the Perry Honors College, Office of Research, and faculty selected based on area of expertise.

B. Proposal Review Information Criteria:

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

     a. Quality of undergraduate mentorship plan, including involvement of the undergraduate mentee(s) in authentic research or scholarship, plan for professional training and development, and clear learning objectives.

     b. Scholarly merit and originality.

     c. Ability for the **lay** person to comprehend the proposed project based on writing of the proposal (Avoid jargon and highly technical language).

     d. Quality of the research/scholarship plan and methodology.

     e. 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.

2. All proposals are evaluated and ranked on the basis of merit.

3. Preference will be given to those who are not prior recipients.

VIII. AWARD ADMINISTRATION INFORMATION

A. Notification of the Award: Notice of PURS awards for the upcoming academic year will be made in late March.

B. Obligations of Award Recipients: Faculty members are expected to comply with the PURS program requirements for external grant submission and reporting to maintain eligibility for Office of Research intramural funding programs. Funding is contingent on the applicant's commitment to remain at ODU for the foreseeable future. The applicant and chair must notify the Office of Research immediately if this status will be changing.

C. Reporting Requirements:

1. The PI must submit a Progress Report form to the Office of Research by May 15, 2025, and annually for 3 years thereafter. Progress Report forms will be sent with notification of awards and will include information about grant proposals and scholarly products related to the funded project. Reports will also clearly indicate products with authorship or attribution to undergraduate mentees, and the initial report will include a section for the student(s) to complete.

2. The awardee should notify the Office of Research by e-mail (ORIntramural@odu.edu) when notified of the funding outcome of the external grant.

3. Recipients are expected to acknowledge the support of the Perry Honors College and Office of Research when making publications as a result of this award. The following statement can be used: *This work was supported by a Program for Undergraduate Research and Scholarship (PURS) grant from the Office of Research and Perry Honors College at Old Dominion University, Norfolk, Virginia, USA.*

PURS AWARD TIMELINE

The call for proposals will be sent via email to all colleges/departments and posted in Daily Announcements. Complete RFP and Proposal Administrative Form are available on the Perry Honors College website (https://www.odu.edu/impact/student/undergradresearch)	
February 19, 2024	Deadline for submission of proposals to Perry Honors College
Late March – Early April 2024	Notification of successful applicants
May 15, 2024-May 14, 2025	Award period

Perry Honors College/Office of Research
PROGRAM FOR UNDERGRADUATE RESEARCH AND SCHOLARSHIP (PURS)
PURS Proposal Cover Sheet Form

Principal Investigator:	**Department**:
Title:	**Email**:

Project Title:

Research Period: From: To:	**Total Amount Requested:** $ Faculty Summer: Salary and fringe benefits $ Undergraduate Mentee pay and fringe benefits: $ Justified Expenses: $

Anticipated time commitment (Faculty and Student):
Semesters:
Summer:

Regulatory Compliance (Not required for application. Contact the appropriate individual with questions.)
ANIMALS: Does this project involve the use of animals? ( ) YES   ( ) NO
If yes and you receive the award, contact Danielle Dady, ddady@odu.edu
Date approved: Protocol #:   Date submitted for pending application:
If YES, all "key personnel" must complete appropriate CITI Animal Use & Care training
Date completed: Attach certification letters for all Key Personnel

HUMAN SUBJECTS: Does this project involve human subjects or data obtained from human subjects?
( ) YES   ( ) NO
If yes and you receive the award, contact Olivia Trumino, otrumino@odu.edu
Date approved: 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

Please note this award is paid to the Project Investigator/Faculty members via the Research Foundation. The funds will not be processed through departmental accounts as in past years.

Print/Type Name   **PI Signature**   **Date**

Department Chair's Evaluation: _____

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Signature   **Date**   **Department/College**

Print/Type Name