

ODU OFFICE OF RESEARCH INTRAMURAL PROGRAM SOLICITATION

I. **PROGRAM:** Summer Research Fellowship Program (SRFP) 2024 Application Guidelines (Revised 9/2023)

II. **PROGRAM DESCRIPTION:**

As described in the ODU *Teaching and Research Faculty Handbook*, the University provides a number of fellowship awards for returning tenured and tenure-track faculty for summer research. The awards are made available through the Office of the Vice President for Research.

The purpose of the SRFP is to provide seed money for research and future scholarly effort for tenure track and tenured faculty. These awards are expected to result in external grants, journal publications, manuscript publication, or creation/display of artistic work. Applicants who are applying for seed funding for research may wish to consult with Research Development staff about the fit of potential extramural sources of support. For the purposes of this solicitation, “research” refers to scientific research projects, scholarly efforts, and the creation/display of artistic works.

Faculty who intend to apply for an SRFP should plan to devote full-time effort to the research for a continuous eight-week period during the summer of the award. Teaching during the eight-week period is highly discouraged. If awardees intend to work on other research projects or teach during the designated eight-week period, they must provide work schedules in their proposals for approval by the Office of Research. If a recipient is required to teach during the grant period, it should not conflict with the time devoted to the summer research.

III. **PROPOSAL DEADLINE** (due by 5 p.m. submitter's local time):

- A. Faculty submits to the Dean by **Monday, November 27, 2023, 5 p.m.**
- B. The Dean submits to the Office of Research by **Wednesday, December 20, 2023, 5 p.m.**

IV. **AWARD INFORMATION:**

- A. **Estimated Number of Awards:** Up to ten awards per year. Awards are contingent upon the availability of funds.
- B. **Anticipated Amount of Awards:** The award amount includes \$6,000 in pay (**total of direct pay + cost of fringe benefits**) and up to \$1,000 for justified expenses. Justified expenses may include travel to complete research during the period of the award, materials, supplies, student research assistance. Please note that if plane tickets are purchased, reimbursements will be made ONLY up to the amount of justified expenses requested (up to \$1,000) in the SRFP application.
- C. **Post-Award Travel Funding:** The SRFP awards come with high expectations of additional future funded research, and awardees may request up to \$500 for post- award travel. The purpose of these funds is to support travel expenses while visiting external agencies to which a future proposal submission related to the proposed SRFP. These funds, along with a detailed itinerary, may be requested through May 1, 2025. Post- award travel funds cannot be used for conferences, workshops, or presentations.
- D. **Ineligible Expenses:** Computers, laptops and common software are ineligible expenses. Conference and workshop travel is not supported.

V. **ELIGIBILITY INFORMATION:**

- A. **Who May Apply:** Tenure-track and tenured faculty members are eligible to apply for an SRFP. Preference will be given to investigators who have been on the Old Dominion University faculty for fewer than four years and have not served as a Principal Investigator on a significant research project.

Up to 20% of the funding may go to tenured faculty members who are initiating research in a new direction and who have not received any external funding for this research.

B. Co-PI permitted: No

C. Limit on Number of Applications per PI: One proposal per academic year. However, preference will be given to investigators who have not previously received a Summer Research Award.

D. Additional Eligibility Requirements:

1. The SRFP *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 not eligible for funding.

VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Procedure: The SRFP proposal should first be submitted to the applicant's chair, who reviews the proposal and completes a recommendation for the applicant's proposed research project. Proposals are next submitted to the applicant's dean, who will complete a written summary evaluation and ranking of SRFP proposals from the college. The dean submits the applicant's proposal to the Office of Research.

B. Formatting: *All proposal* documents must be double spaced, in Times New Roman 11-point font, with 1-inch margins.

C. Cover Sheet: The SRFP Proposal Administrative Form available online should be downloaded and completed. Please ensure that all signatures required are present.

D. Abstract: (one page, double spaced with one-inch margins, does not count toward page maximum)

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

F. Proposal Narrative:

1. Title page: name, e-mail address, and SRFP.
2. **Narrative** (not to exceed 5 pages), including the following sections:
 - a. **Background and Rationale.** Describe the need/background for the project including what has been done in the area and the rationale for this project as a next step. Provide enough information so an individual who is not familiar with this particular area of research, scholarship or creativity can ascertain its significance. Discuss in detail how an SRFP award will help to advance your career.
 - b. **Project Goal(s)** (broad, general, abstract) **and Objective(s)** (narrow, precise, tangible).
 - c. **Study Design/Methodology.** Provide a detailed account of precisely what will be done to answer the question(s) or test the hypothesis(es). Include plans for the protection of human or animal subjects and the environment.
 - d. **Plan for Future Grant Applications, Related Projects, and Publications.** Identify a specific plan for future research and publication for the proposed project beyond the Summer Research Fellowship that includes dates, agencies, programs, and likely journals. Include the names of agencies and programs to which you plan to apply as well as a description of your publication plan for the summer research. Ensure that the agencies/programs have been

thoroughly researched and are a good fit with the proposed research. Discussion with relevant agency/program personnel is encouraged.

- e. **Project Timeline.** A detailed Gantt Chart/project timeline format should be included. If the applicant plans to teach and/or work on other research projects during the eight week period, this must be stated explicitly and the work plan/schedule must indicate how time would be divided between the SRFP project and other teaching/research projects. As stated in the Obligations of the Award Recipients section, teaching during the eight-week period is highly discouraged.
- f. **Statement of Eligibility and Qualifications.** Describe how you qualify for funding under this program as either a new, inexperienced investigator who is non-tenured, tenure track, or as a tenured faculty member who is initiating research in a completely new direction. Give a brief description of prior work relevant to the proposed summer research.
- g. **Budget and Justification.** Recipient will receive \$6,000 to cover direct pay and fringe benefits, and may request up to \$1,000 for expenses, which must be clearly justified. Travel related expenses necessary to complete the research are allowable. Funds for personal computers/laptops, tablets, common software, and conference related travel are not allowable. If student workers are used, they must be ODU students.

G. Supplementary Documents (These do not count toward page limit.):

1. Curriculum Vitae:

- a. A maximum of two pages with one-inch margins.
- b. Applicant should highlight previous work and publications relevant to this application.
- c. In addition, please include a list of current grants and pending applications and include for both of these, the agency, amount requested, and the project period. If you have no current or pending grant applications, please clearly state.

2. Appendices: Up to 5 pages of figures & references may be included.

H. Submission Instructions:

- 1. Faculty submits to their Dean by **Monday, November 27, 2023, 5 p.m** via e-mail with attached Adobe PDF (Administrative Form & Proposal combined into one document). Faculty should scan the signed Proposal Administrative Form and their Proposal and save as one Adobe PDF. Name the proposal with the Investigator's last name, name of program, year you will perform research as follows: LastName_SRFP_2024.
- 2. The Dean submits to the Office of Research by **Wednesday, December 20, 2023, 5 p.m.:**
 - a. Please note that each dean must include a written summary evaluation and ranking of SRFP proposals being submitted from the college. The application packet from the college should include the following:
 - PDF version of each proposal with its Proposal Administrative form combined into a single document.
 - PDF version of dean/college written review and ranking of proposals.
 - An email must also be sent to ORintramural@odu.edu from the dean/college with a list of SRFP proposal submissions and the dean/college's ranking and recommendations.

VII. **REVIEW AND SELECTION PROCESS**

- A. Proposal Review:** Proposals submitted in response to this program solicitation will be evaluated by the Office of Research for compliance with program requirements. SRFP proposals are reviewed by Faculty Senate Committee D.
- B. Proposal Review Information Criteria:** Proposals will be ranked by Faculty Senate Committee D according to the following criteria:
1. Strength of proposed Research Plan, including a discussion of how this project fits into the PI's overall research career and goals for external funding and/or scholarly publications.
 2. Scholarly merit and impact factor of proposed research, e.g., applicant's field/discipline.
 3. Demonstration of how an SRFP award will enhance the career of the applicant.

VIII. **AWARD ADMINISTRATION INFORMATION**

- A. Notification of the Award:** Notice of SRFP awards for the upcoming summer is generally made in February of the preceding spring semester.
- B. Obligations of Award Recipients:**
1. By accepting the award, the faculty member agrees to devote full-time effort to the research for a continuous eight-week period during summer 2024.
 2. Recipients are expected to acknowledge the support of the Office of Research when making publications as a result of this award. The following statement can be used:
This research was supported by a Summer Research Fellowship Program Grant from the Office of Research at Old Dominion University, Norfolk, Virginia, USA.
- C. Reporting Requirements:**
1. Submit a Research Progress Report form to the Office of Research at ORIntramural@odu.edu by the first Monday of the fall semester following the funded summer research project and annually for 3 years thereafter. The Office of Research will provide the report form to the SRFP recipient.
 2. Faculty members are expected to comply with the SRFP program requirements for 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. Applicant will notify the Office of Research if this status changes. Applicants will not be awarded any funding if they are not up to date on prior intramural reporting.

| 2024 SRFP Award Timeframes | |
|----------------------------|--|
| October 2023 | The call for proposals will be sent via email to all colleges/departments. Complete RFP and the Proposal Administrative Form are available on the Office of Research's website . |
| November 27, 2023 | Deadline for submission of proposals to Dean. |
| December 20, 2023 | College Deans submit all proposals to the Office of Research which forwards them to Committee D for review, complete with all college written recommendations. |
| February 2024 | Committee D recommendations submitted to the Office of Research. |
| February 2024 | Announcement of awards. |

Office of Research
Summer Research Fellowship Program (SRFP) 2024
Proposal Administrative Form – p. 1

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|---|---|
| Project Investigator: | Department: |
| Position Title: | Email: |
| Project Title: | |
| Do you intend to teach during Summer Session? () Yes () No If yes, how many classes? Will these overlap the 8-week research period? Do you intend to devote time to other research projects while you work on the SRFP this summer? () Yes () No () Proposal Pending <i>If you answered yes to either question or proposal pending, ensure you include a working schedule in your proposal.</i> | |
| Eight Week Research Period: From: To: | Total Amount Requested \$ Pay & fringe benefits: \$ Justified Expenses: \$ |
| 10. Regulatory Compliance (Not required for application. Contact the appropriate individual with questions.) Animals & Biosafety: Does this project involve the use of animals or other biosafety factors? () Yes or () No. If yes please contact Danielle Dady, Senior Research Compliance Coordinator, at ddady@odu.edu . Date approved: Protocol #: Date submitted for pending application: Human Subjects: Does this project involve human subjects or data obtained from human subjects? () Yes or () No. If yes please contact Adam Rubenstein, AVP for Research Compliance, at arubenst@odu.edu . Date of approval: Protocol #: 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.

Proposal Administrative Form – p. 2

1. Project Investigator: _____

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

Print/Type Name

2. Department Chair’s Evaluation: _____

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

Print/Type Name

3. College Dean or Associate Dean’s Evaluation: _____

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

Print/Type Name

Old Dominion University

SUMMER RESEARCH FELLOWSHIP PROGRAM

University Policy

Summer Research Fellowship Programs

A. Purpose and Eligibility

The University provides a number of fellowship awards for returning tenured and tenure-track faculty for summer research. The awards are made available through the Office of the Vice President for Research.

1. The primary purpose of the awards is to provide support and encouragement for non-tenured, tenure-track faculty members who are initiating programs.
2. In special cases, up to 20% may be awarded to tenured faculty members initiating new research careers or developing new research programs.
3. Awards are given for projects that are designed to ultimately attract outside funding and for those traditional scholarly endeavors and creative activities basic to the goals of the University.
4. Faculty may apply for a research fellowship more than once, but repeat or successive awards will rarely be given within four years.
5. The awards, which carry a stipend and an allowance for justified expenses, are not intended as continuing sources of support.
6. The Vice President for Research sends out the call for submission of proposals to all faculty.

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.
3. Faculty submitting proposals must not be a part of the review and evaluation process, either at the department, college, or University levels.
4. Proposals are submitted to the department chair for review and evaluation. The chair forwards the proposal with recommendation to the college research committee or to the dean's office in the absence of a college committee.
5. The college committee, or the dean's office in the absence of a college committee, reviews all proposals for the academic college and evaluates and ranks them in priority noting strengths and weaknesses. The proposal, department chair's recommendation and rankings, and the committee's ranking and recommendations if applicable are forwarded to the dean.
6. The dean completes an independent review and ranking and forwards all documents to the Office of Research for review by the Faculty Senate Scholarly Activity and Research Committee.
7. The Faculty Senate Committee makes recommendations to the Vice President for Research, who awards the fellowships.

C. Responsibilities

1. Successful applicants are expected to devote a minimum of eight consecutive weeks exclusively to the project during the summer following the award. The department chair has the responsibility to ensure that any teaching duties are not simultaneous with the eight-week research period.
2. During the semester following their awards, successful applicants must make a Progress Report to the Office of Research.
3. Those making satisfactory progress toward publication and/or securing outside funding may apply for additional funds for travel to meet with an external funding agency. When results are published, fellowship recipients are expected to acknowledge the support of the University.

D. Any exceptions to this policy must be made by the Vice President for Research.

Approved by the president:

December 1984; Revised June 8, 1987; Revised April 9, 1991;
Revised September 26, 1995; Revised July 17, 2006; Revised August 25, 2011