Introduction

The Office of Research is pleased to sponsor the Junior Faculty Research Mentoring Program (JFRMP), which supports ODU faculty-to-faculty mentoring by pairing a senior faculty member with a track record of extramural funding, and a junior tenure-track faculty member who wants to be mentored and commits to submitting a competitive funding proposal at the end of the mentoring period.

- The Office of Research will provide the mentee with a course release (up to $3,000 in support to the department from the Office of Research) and travel funds of up to $500 to visit a program officer.
- For one academic year of mentoring, the mentor’s department will receive a $3,000 budget transfer from the Office of Research to a department account to support research efforts. Applications will be reviewed by the Office of Research.
- The mentoring relationship should focus on development of a strong extramural grant proposal and finding funding sources.

There are two categories of JFRMP awards, Track I and Track II:
- **Track I** supports faculty members in disciplines where competitive extramural grant funding of $250,000 (in direct costs over the life of the award) or more is available.
- **Track II** supports faculty members in disciplines where competitive extramural grant funding of $250,000 or more is not a viable option.

Track I Eligibility

- A faculty member who wishes to be mentored must be a tenure-track assistant professor at ODU with fewer than 4 years at this rank and must be at least two years from a tenure decision at the time of application. Mentees can receive this award once.
- The mentee is responsible for finding a senior faculty mentor at ODU who is at least an associate professor and has a record of significant extramural funding experience as a Principal Investigator (PI). This should include at least two competitive awards at the time of application as PI from the funding agency to which the mentee seeks to apply. The mentee should not choose a former graduate program mentor. The pair should share some scholarly and/or research overlap, but need not be in the same department or college. Mentors can only hold one Junior Faculty Mentoring Award at a time. The Office of Research will attempt to find a mentor for tenure-track junior faculty if they are unable to find one.
- The JFRMP awards will not fund research for which an applicant is already receiving funding support.
- 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 prior intramural reporting is not up to date.

Track II Eligibility

**NOTE – APPLICATION REQUIRES ADVANCE APPROVAL OF THE DIRECTOR OF RESEARCH DEVELOPMENT.**

For faculty members in disciplines where competitive extramural grant funding of $250,000 or more is not a viable option, the Office of Research will also allow JFRMP applications to develop a proposal/application to a prestigious award of a lesser amount. In addition to the Track I Eligibility requirements above, the following apply:

- The targeted award must be approved by the Director of Research Development (jstein@odu.edu) before the JFRMP deadline.
- The program/award must be one for which an application, rather than a nomination, is required.
- The applicant must qualify as a “reasonably well-qualified” applicant for the program/award.
- The focus of mentoring activities must be on preparation of a competitive application, not on increasing expertise/re cognition within the discipline.
- For Track II, the mentor selected must have experience with at least two comparable applications as an awardee and/or a reviewer. *(This is in lieu of the Track I requirement for the mentor to have had two competitive awards from the funding agency to which the mentee seeks to apply.)*

Mentee Responsibilities

- The mentee must complete the application form and obtain all signatures and attachments.
- The mentee must commit to working with the mentor for one academic year (fall and spring semesters)
The mentee must submit a competitive extramural grant application for a minimum of $250,000 (in direct costs over the life of the award) by the next program deadline.

If the proposal is declined, the mentee must revise and resubmit during the next funding cycle.

The mentee is also responsible for reporting to the Office of Research on the outcomes of the mentoring relationship at the end of the Fall and Spring semesters. The report should provide a clear picture of progress made during the semester and should include the number of meetings, general areas of discussion, funding opportunities reviewed, grant writing knowledge shared, proposal review and critique, etc. The Office of Research will provide a Research Progress Report form for the mentee to complete.

Mentor Responsibilities

- The mentor must commit to meet either formally or informally with the mentee once a week during the academic year.
- The mentor is responsible for ensuring that the mentee works steadily towards submission of a competitive grant application by the end of the academic year (or the next program deadline) and should take the necessary steps to assist with this goal, which include:
  - A discussion of the mentee’s research interests and how they fit with short and long-term career goals.
  - A discussion of possible funding sources and collaborators, and an explanation of the funding process at the agency the mentee plans to target as a potential funder, including contact with program officials if applicable.
  - Once a funding program is identified, the mentor should ensure the mentee’s past work and planned research are well-matched to the program by reviewing the RFP and available resources with the mentee, and establishing next steps to writing the grant.
  - The mentor must schedule time to review a draft of the mentee’s grant and provide constructive feedback and additional guidance.
- The mentor must be willing to commit time and attention to the mentee to ensure that the end goal is a grant application that is of a substantially higher quality than the mentee would have achieved without the mentoring relationship.

Criteria for a Successful Mentor-Mentee Relationship

- Similar or complementary research interests
- Alignment of the mentor’s expertise with the mentee’s level of experience and needs
- Accessibility of the mentor for regular meetings and contact through e-mail/phone calls
- Willingness of the mentee to ask for assistance when needed
- Willingness of the mentee to accept and the mentor to give constructive feedback

Application and Submission

Applications for this program are completed by the junior faculty member and submitted electronically. A complete application includes the following components:

1. Junior Faculty Research Mentoring Program Application Form
2. A two-three page description addressing: (a) why you need a mentor; (b) plan for a meaningful mentoring relationship, including time commitment from mentor; proposed research plan/research interests, specific program(s) to which you plan to apply; (c) formal commitment to submitting a competitive grant proposal and resubmitting if declined; (d) any additional information. The proposal should be double-spaced, in Times New Roman 11-point font, and have 1 inch margins.
3. Completed Project Timeline document for the mentoring period of the JFRMP.
4. Mentee abbreviated curriculum vitae (2 pages max)
5. Mentor abbreviated curriculum vitae (3 pages max) that demonstrates the mentor’s qualifications as either a Track I or Track II mentor.

Save the four components as a single Adobe PDF document, and submit via email to ORIntramural@odu.edu by 5:00 p.m. on March 26, 2018.

Review and Evaluation Process

The Office of Research will review all applications with final approval granted by the Vice President for Research. Applications will be evaluated based on the following criteria:

- **Research Focus:** Does the mentee have a research focus that can be translated into a grant submission?
- **Benefits:** Does the application articulate the benefit and value of the mentor at this stage in the mentee’s career? Has the applicant researched appropriate funding opportunities?
- **Experience & Compatibility:** Does the mentor have the appropriate research interests and background to guide the mentee in their chosen area of research?
- **Commitment:** Does the application show the mentor’s commitment to the relationship and ensure a competitive grant application is submitted at the end? Does the mentee convey that they are willing to commit the time and effort to get the most benefit from the relationship and submit a competitive grant application at the end?