I. **PROGRAM**: Summer Research Fellowship Program (SRFP) 2019 Application Guidelines

II. **PROGRAM DESCRIPTION**:

As described in the ODU Teaching and Research Faculty Handbook (July 2018, p. 203), 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 display of artistic work. Applicants may wish to consult with the Research Development staff about the appropriateness of potential extramural sources of support if applying for seed funding for their research.

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 working 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 **Friday, October 26, 2018**.

B. The Dean submits to the Office of Research by **Friday, November 16, 2018, 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 a $6,000 stipend (taxable) and up to $1,000 for justified expenses (not taxable).

   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 proposal submission is planned. These funds, along with a detailed itinerary, may be requested through May 1, 2020. 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 less 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 will notify the Office of Research if this status changes.
   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. Cover Sheet: The SRFP Proposal Administrative Form available online should be downloaded and completed. Please insure that all signatures required are present.

C. 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.

D. Narrative Format:
   1. The proposal should be double spaced, in Times New Roman 11 point font, with 1 inch margins.
   2. Title page: name, e-mail address, and SRFP.
   3. Proposal 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 can ascertain its significance. Discuss how an SRFP award will help to advance your career. Describe how the SRFP proposal supports the objectives of the Research Strategic Plan for 2015-20.
      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(ies). 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 is encouraged.
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 a $6,000 stipend 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.

E. **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.

F. **Submission Instructions:**

1. Faculty submits to the Dean by **Friday, October 26, 2018** 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_2019.

2. The Dean submits to the Office of Research by **Friday, November 16, 2018, 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.
   b. Mail or deliver to two hard copies of each proposal/Proposal Administrative form to:
      
      **Daniel Campbell, Research Development & Outreach Coordinator**
      **Office of Research, 4111 Monarch Way, Suite 203**

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 goals, external funding and/or scholarly publications.

2. Scholarly merit and impact factor of proposed research, e.g. applicant’s field/discipline and/or how it impacts the ODU Research Strategic Plan.

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 2019.

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.

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<tr>
<th>2019 SRFP Award Timeframes</th>
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<tr>
<td><strong>August 2018</strong></td>
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<td><strong>October 26, 2018</strong></td>
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<td><strong>November 16, 2018</strong></td>
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<td><strong>January 2019</strong></td>
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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