

Office of Academic Affairs, Old Dominion University
Promoting Course-based Undergraduate Research (CURE) 2026-27
 Proposal Administrative Form

1	Principal Investigator:	2	Department:											
3	Phone Number:	4	Email:											
5	Project Title:													
6	Research Period: From: <input style="width: 150px;" type="text"/> To: <input style="width: 150px;" type="text"/>	7	Total Amount Requested: \$ <input style="width: 100px;" type="text"/> Faculty Summer Salary: \$ <input style="width: 100px;" type="text"/> Undergraduate Mentee Stipend: \$ <input style="width: 100px;" type="text"/> Other Justified Expenses: \$ <input style="width: 100px;" type="text"/>											
8	Matching Funds secured from Department Chair and/or Dean: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Dean</td> <td style="width: 5%; border-bottom: 1px solid black;">\$</td> <td style="width: 70%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Department Chair</td> <td style="border-bottom: 1px solid black;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			Dean	\$		Department Chair	\$						
Dean	\$													
Department Chair	\$													
9	Use of Animals: Does this project involve the use of animals? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes and you receive the award, please contact Danielle Dady, ddady@odu.edu <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Date of approval:</td> <td style="width: 35%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;">Protocol #:</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Date submitted for pending application:</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> </table> If YES, all “key personnel” must complete appropriate CITI Animal Use and Care training <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Date Completed:</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Attach certification letters for all Key Personnel</td> </tr> </table>			Date of approval:		Protocol #:		Date submitted for pending application:				Date Completed:		Attach certification letters for all Key Personnel
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Date Completed:		Attach certification letters for all Key Personnel												
10	Human Subjects: Does this project involve human subjects or data obtained from human subjects? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes and you receive the award, please contact Olivia Trumino, otrumino@odu.edu <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Date Approved:</td> <td style="width: 35%; border-bottom: 1px solid black;"></td> <td style="width: 20%; border-bottom: 1px solid black;">Protocol #:</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Date submitted for pending application</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> </table> If YES, all “key personnel” must complete Human Subjects Training <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Date Completed:</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Attach certification letters for all Key Personnel</td> </tr> </table>			Date Approved:		Protocol #:		Date submitted for pending application				Date Completed:		Attach certification letters for all Key Personnel
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11	Departmental Fiscal Technician contact information: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">Name:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Email:</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>			Name:		Email:								
Name:														
Email:														

PI Signature:		Date:	
Print/Type Name:			

Department Chair's Evaluation and Commitment to Matching Funds			
Signature:		Date:	
Department/College			

College Dean's Evaluation and Commitment to Matching Funds			
Signature:		Date:	
Department/College			