

Old Dominion University
SUMMER EXPERIENCE ENHANCING COLLABORATIVE RESEARCH
(SEECR – pron “seeker”)
Summer 2010

Policy for Intramural Summer Research Fellowship Programs

The university provides several summer research fellowship awards for returning, full-time tenured, and tenure-track faculty. The SEECR awards are made available through the Office of the Vice President for Research, for projects that are designed to ultimately attract outside funding.

All proposals for the awards are reviewed, evaluated, and ranked by department and/or college committees, chairs, and deans. Recommendations are made by the Faculty Senate Scholarly Activity and Research Committee to the Vice President for Research, who awards the recipients. The primary purpose of the awards is to provide support and encouragement for non-tenured, tenure-track faculty members who are initiating programs or to nurture collaborative research programs amongst faculty across colleges. In special cases, a small proportion, up to 20%, may be awarded to tenured faculty members initiating research or scholarly activity in a new direction or discipline. All proposals are evaluated and ranked on the basis of merit. A faculty member can submit only one proposal to a program, and those faculty submitting proposals must not be a part of the review and evaluation process, either at the department, college, or university level. The awards, which carry a stipend and an allowance for justified expenses, are awarded for one term only. Although faculty may apply for them more than once, repeat or successive awards will rarely be given within four years.

Successful applicants will enter into an agreement with the Office of Research to receive the award and are expected to devote a minimum of eight consecutive weeks exclusively to the project during the summer following the award. Following completion of the project, recipient faculty will be expected to submit a Progress Report to the Office of Research and may be required to present their findings at an institutional event. Those making satisfactory progress towards publication and/or securing outside funding may apply for additional funds for travel to meet with an external funding agency. When results of the project are published, fellowship recipients are expected to acknowledge the support of the university.

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

-Approved by the president
April 2005
Revised, July 17, 2006

Request for Proposals

Purpose of the Grant Award

The Office of Research invites proposals for an intramural program that will fund pilot projects involving collaboration of two (2) **ODU** faculty members from two (2) different colleges/disciplines. The goal of the program is to inspire greater numbers of collaborations among faculty and to assist pairs of faculty in obtaining pilot data as background for submission of proposals to federal funding agencies.

Project Eligibility

This program funds research projects in which an explicitly-posed question will be answered or hypothesis tested. The project should not be terminal (an end in itself), but rather an initial activity that has potential to generate additional questions and/or research in areas of relevance to federal funding sources. Each faculty member will be expected to devote 8 consecutive weeks of full-time effort in the summer. Teaching during this time is discouraged unless there are extenuating circumstances. The faculty will be required to present their research findings at the nearest subsequent university Research Exposition.

Faculty Eligibility

Faculty may be in either full-time tenured or tenure track Old Dominion University faculty. Faculty will be funded in pairs and funding will be based upon both the merit of the proposed project and upon cross-disciplinary breadth. The program may fund a small proportion of multi-disciplinary collaborative research from faculty who are in different departments in the same college. A maximum of 20% of the awards may be allocated to multi-disciplinary research projects from the same college. **All applicants MUST clearly state in their proposal whether or not: 1) they plan to teach during the Summer of 2010; and 2) they plan to work on other research projects during the summer. All applicants MUST: 1) list all of their current grants, including source, duration, and amount; and 2) cite existing grant submissions that are under review when the SEECR application is submitted. Teaching during this time is discouraged unless there are extenuating circumstances.** If applicants plan to teach or work on other research projects besides the SEECR, they must state so in their proposal and provide a schedule for the summer indicating how the two collaborators will be able to dedicate 8 weeks to the SEECR project. The schedule should indicate how the two collaborators will divide their time between the SEECR project, and any other teaching/research projects that they will be doing during the designated 8 week period. Priority will be given to investigators who have not previously received a Summer Research Award. The only constraint is that 1) the project must constitute a new collaboration and 2) the research projects must be multi-disciplinary.

Award Amounts

Each faculty member will receive a \$6,000** stipend for the summer effort. In addition, up to \$5,000 will be available to the pair for supplies, equipment, or part-time assistance (e.g. graduate or undergraduate student assistant). **Computers, laptops and common software cannot be purchased via justified expenses.** The \$500 for post-award travel, described below, will be awarded separately and should not be included in the budget for this proposal.

*** Stipends are taxable*

Post-Award Travel Funding

Awardees are required to follow-up on funding prospects. There are high expectations of funded research because of this award. To further demonstrate support for the program's intent, the Vice President for Research is offering award recipients an additional \$500 each for post-award domestic travel. The purpose of these funds is to support travel expenses while visiting external agencies to which a proposal submission is planned. The section, "Outcomes and Implications," which is in this RFP addresses eligibility for this additional support. This additional support **will not** be made as a part of the SEECR Award. Rather, it will be provided after the award recipient has submitted a Research Progress Report and a travel budget to the Office of Research.

Finding Collaborators

Faculty should make an early effort to identify potential collaborators, perhaps for research projects in which they have interest, but could not conduct without additional expertise. The Office of Research will assist any faculty member needing help in identifying a partner. Please contact Umaporn Pongphuntharak, Research Development and Outreach Coordinator, at ext 3148 or upongphu@odu.edu if you need assistance.

Obligations of Award Recipients

Each award recipient will be expected to:

- Devote full-time effort to the research for a continuous period of eight weeks during the Summer of 2010. Recipients may teach on a limited basis during the award period; however, the stipend is made in lieu of full-time teaching during the obligated time of research. **All applicants MUST clearly state in their proposal whether or not they plan to teach and/or work on other research projects during the Summer of 2010. If awardees intend to work on other research projects and/or teach during the designated eight weeks, they must provide a working schedule for the summer indicating how the two collaborators will be able to dedicate 8 weeks to the SEECR project. The schedule should indicate how the two collaborators will divide their time between the SEECR project, and include any other teaching/research projects that they will be doing during the designated 8 week period. If a recipient is required to teach during the grant period, the amount of pay received for teaching will be deducted from the stipend portion of the award. Correspondingly, less than eight weeks of research will be required of the award recipient.**
- Submit a Research Progress Report to the Office of Research by **August 27, 2010**. This progress report should describe the work completed during the fellowship period and the awardees' use of the research to gain

external funding. If post-award travel funds are requested, the report must also include a travel budget. No Post-Award Travel Funds will be provided until the Research Progress Report has been received and the budget approved by the Office of Research.

- Present their research findings at the nearest subsequent university Research Exposition.
- Submit copies of articles and other publications made as a result of this award to the Office of Research for use in documenting the success of the SEECR Program. Additionally, applicants should acknowledge the support of the Office of Research when making publications as a result of this award.

Award Criteria

Proposals will be ranked according to the following criteria:

1. scholarly merit and originality of the research plan,
2. quality of the research methodology,
3. quality of the Future Research/Funding Plan
4. availability of funds.

Proposal Review Committee and Submission/Review Process

The College Dean, the College Review Committee(s), and Committee D (Scholarly Activity and Research) will review: the scholarly merit and originality of the research plan, the quality of the research methodology, the completeness of the application, and the appropriateness of the Outcomes and Implications section. Proposals will be evaluated, and ranked by the department and/or college committees, chairs and deans. The colleges will rank the proposals as being either: fundable, potentially fundable or not fundable. The colleges will provide their rankings to Committee D, and the Office of Research. Recommendations are made by Committee D to the Vice President for Research, who awards the fellowships. The Office of Research will evaluate the Future Research Plan section, and other sections.

Questions

Applicants are encouraged to discuss proposal format and content, as well as their Future Research/Funding Plans, with the Office of Research. The Research Development team can make a preliminary assessment of the proposal narrative overall and the Future Research/Funding Plan. They cannot answer questions related to proposal topics or research methodology. For more information contact:

Umaporn Pongphuntharak, Research Development and Outreach Coordinator
Office of Research
4111 Monarch Way, Suite 203
Telephone: 683-3148 FAX: 683-5902
E-mail: upongphu@odu.edu

Proposal Submission and Review Process

The step-by-step process regarding submission and review of proposals for the SEECR Program for the Summer of 2010 is as follows:

1. Develop proposal according to the section entitled **Proposal Submission Format** which follows.
2. Inform your chair and notify Committee D of your plan to submit a proposal.
3. The research team submits a copy of the original and the completed proposal transmittal/administrative comments form (signed by **both** PIs and endorsed by **both** Department Chairs) in **electronic format via email** to the Deans by **Friday, October 30, 2009**.

If hard copies are sent, the PIs must send the original copy and a total of fourteen (14) copies of their proposal with the completed transmittal/administrative comments form containing the signatures of both PIs and both Chairs to the Dean's office by **Friday, October 30, 2009**.

NOTE: If hard copies are sent, then the research team needs to coordinate which college will submit the original and 14 copies to the Office of Research.

4. The Deans will review and rank the proposal (he/she may consult with the college and/or department research committee(s) in this process).

5. **One (1) college will forward an electronic copy** of the original with the proposal transmittal/administrative comments form that has the **signatures of both PIs, both Chairs and both Deans, to the Office of Research via email to upongphu@odu.edu on November 23, 2009.**

If hard copies of the proposals are sent, then one (1) college submits the original and fourteen (14) copies of the proposals including the proposal transmittal/administrative comments form that must be **attached to each copy** and contains all the required signatures to the Office of Research on November 23, 2009.

Both Deans may submit their personal and/or College recommendations/ rankings in separate emails or hard copy to upongphu@odu.edu.

6. The Office of Research will forward all proposals to Committee D for review (including endorsements by The Department Chairs, recommendations of the Dean, and comments by the college and Research Committees).
7. Recommendations for approval will be made by Committee D to the Office of Research.
8. Announcement of awards and the generation of the appropriate agreements will be administered by the Office of Research.
9. Final Report and post-award travel budget must be submitted to the Office of Research by the award recipients.
10. Requests for Post-Award funds must be made to the Office of Research for determination of whether an additional award is appropriate.

TIME LINE

Tuesday, September 29, 2009	The call for proposals will be sent via email to all colleges/departments. Complete RFP and the Proposal Transmittal Form & Administrative Comments available on the Office of Research's website: http:// www.odu.edu/ao/research/
Friday, October 30, 2009	Deadline for Submission of Proposals to Dean.
Monday, November 23, 2009	College Deans submit all proposals to the Office of Research which forwards them to Committee D for review, complete with all college recommendations.
Dec 2009- January 15, 2010	Committee D recommendations submitted to the Office of Research.
Tuesday, January 19, 2010	Announcement of Awards [or, if possible, prior to Winter Break].
Friday, August 27, 2010	Final Reports and Post-Award travel budgets due. Travel awards made by the Office of Research.

Instructions for Response to RFP

Applicants should read very carefully all directions, follow the format, include all requested information, and write the proposal in such a way that those who specialize in different disciplines can easily understand it. Applicants must submit an original and the proposal transmittal form with all required signatures via email (or if hard copies are sent, then submit the original and fourteen (14) copies of the proposal with the proposal transmittal form) to their Dean by **Friday, October 30, 2009.**

REQUIRED: Intramural Summer Research Proposal (SRFP & SEECR) Proposal Transmittal Form: This form serves as a cover sheet for proposals. The form includes responses to regulatory issues and should contain all relevant comments and signatures. Effort should be noted as 100% for each investigator for the 8 week period of time. This form is available via the Office of Research's website. **PLEASE NOTE: There must be only one (1) transmittal form submitted by each team that has all the signatures (both PIs, both Chairs and both Deans) to the Office of Research.**

Abstract (required) (1 page):

Proposal Narrative: The narrative portion of the proposal should not exceed 14 pages, The Narrative should include sections (rough page limitations are indicated) noted as follows:

1. Background and Rationale: 3 pages – Please describe the need and/or background for the project including what has been done in the area and the rationale for this project as a next step. Give enough background that an individual who is not familiar with this particular area of research can still ascertain its significance.

2. Specific Aims: 2 pages. Itemize the specific aims or goals of the project as a lead-in to the methodology. Describe briefly how the collaboration will promote the advancement of knowledge. Projects that will provide outcomes of useful knowledge regardless of the direction of the results will be favorably reviewed. In this section, please describe your ultimate plan for obtaining funding through federal resources (e.g. which agency is the best fit, what programs you are targeting, etc).

3. Methods: 5 pages. Provide a detailed account of precisely what will be done to answer the question(s) or test the hypothesis(es). This section should describe the subjects (if any), the design of the project including a timeline for completion, the procedures for collecting data (including any safeguards to assure assumptions), methods of analyzing the data, and the statistical methods proposed to test the significance of findings. This section should include a discussion of what each of the collaborating investigators brings to the project. In cases in which one collaborator is more senior and/or experienced, a mentoring role might be described. The relative responsibilities and expectations of each participant should be clearly communicated. If the CV of an investigator does not immediately convey the capability of the investigator to conduct this field of inquiry, an explicit description of this capability should be included at this point in the narrative.

4. Outcomes and Implications: 2 pages. This section should address both the expected and/or potential outcomes of the work in comparison with the hypothesized result(s). There should be some discussion of how the expected outcomes, if attained, would be interpreted and their significance for the field of study. There should also be some description of how untoward results will impact the subsequent steps of the project and how new directions would be determined. Investigators should attempt to identify federal funding programs that could serve to fund next steps for the project. **All applicants must list all of their current grants, including source, duration, and amount. They must also cite grant submissions that are under review when the SEECR application is submitted.** Projects that are clearly in line with the “roadmap” and/or existing program goals of a federal funding agency will be viewed favorably. Requests for post-award travel support should be submitted at the completion of the project.

5. Timetable for Completed Research: **All** applicants **MUST** clearly state in their proposal ***whether or not*** they plan to teach and/or work on other research projects during the Summer of 2010. Teaching during this time is discouraged unless there are extenuating circumstances. The stipend is made in lieu of full-time teaching during the obligated time of research. If applicants plan to teach and/or work on other research projects besides the SEECR, **they must state so in their proposal and provide a detailed work plan/schedule in the proposal indicating how the two collaborators will be able to dedicate 8 weeks to the SEECR project. The schedule should indicate how the two collaborators will divide their time between the SEECR project, and any other teaching/research projects that they will be doing during the designated 8 week period.**

6. Statement of Eligibility: Applicants also must include a Statement of Eligibility which describes how the pair qualifies for consideration under this initiative as a 1) two faculty members from different colleges or as 2) a multi-disciplinary pair from the same college.

7. Literature Cited: 1 page. Citations should include all authors, title and volume of the journal (or book), title of the article (or chapter), inclusive pages, and year of publication. Given the space limitations, citations need not be exhaustive, but PIs are encouraged to select the most compelling and recent literature, if possible.

Budget and Justification: 2 pages. Please itemize and justify the need for funds. The budget justification of stipends should describe the role of each investigator and what activities will dictate the full time effort. Investigators may request up to \$5,000 for supplies, equipment and/or assistance (graduate or undergraduate student) for the project. **Funds cannot be used for travel or for personal computers/laptops or common software.** Please remember that there are policies regarding the hours and compensation that can be made to graduate students in GRA positions. Please consult your Graduate Program Director. The budget request may total a **maximum** of \$17,000 (stipends are \$6,000 per investigator and the justified expenses cannot be more than \$5,000). Requests for post-award travel support should be submitted at the completion of the project.

Curriculum Vitae: Please provide a synopsis CV for each investigator, not to exceed two pages. The NSF or NIH bio-sketch formats are recommended as templates.

Budget pages and CVs are not included in the narrative limit, although cited literature is. Letters of support, preferably from representatives from funding agencies are allowed. Appendices are not allowed. Figures in the text are allowable, but should be used sparingly as they will fall within the narrative space limitations.

Formatting: The narrative should be double spaced. Vertical and horizontal margins should be 1 inch. Font size should be no less than 11 point. All pages must be numbered. Citations may be numbered in the text.

Recommendations:

Avoid Jargon. Virtually all fields of inquiry have their own technical jargon that can serve to confuse or alienate a reviewer. Try to avoid such terms, as well as overuse of acronyms. The simplest communication style is usually the best in proposals such as these. Reviewers, while proficient in your general area, may not be well versed in your niche area and will be looking for consistent sound principles in the conduct of research. The thinner the “skin”, the easier it will be for them to get to the meat of your project.

Define all acronyms on first usage.

Beware of projects for which you will need custom built equipment. Little time is available for these projects. Waiting for equipment to be built (as opposed to off-the-shelf purchase) can mean the project doesn’t get done. Make sure that all equipment is either available on campus, or can be purchased without major modification.

Get a review prior to submission. Ask one of your faculty colleagues to take a critical look at your proposal. It’s impossible to see it objectively from the “inside”. Office of research staff can provide input on programmatic aspects, but the method and content should be judged by peers.

COMMITTEE D: Scholarly Activity and Research

College	Name	Department	Campus Address	Phone	E-Mail Address
AL	Ken Daley Jesse Richman	Art Political Science & Geography	129 Visual Arts Bldg 7035 BAL	683-4056 683-3853	kdaley@odu.edu jrichman@odu.edu
BPA	Chip Filer (Chair) Ling (Lynn) Li	Economics Information Technology & Decision Sciences	2021 Constant Hall 2064 Constant Hall	683-3574 683-6455	ifiler@odu.edu lli@odu.edu
ED	Silvana Watson Peggy Hester	Early Childhood, Speech Path Early Childhood	109 Lions Child Study Ctr Lions Child Study	683-6364 683-4876	swatson@odu.edu phester@odu.edu
COET	Ravindra Joshi Patrick Hester	Electrical and Computer Engineering Management	231 Kaufman Hall 242 C Kaufman	683-4827 683-5205	rjoshi@odu.edu pthester@odu.edu
HS	Carolyn Rutledge Gayle McCombs	Nursing Dental Hygiene	3022 Health Sciences Bldg 3102 Health Sciences Building	469-6735 683-5150	crutledg@odu.edu gmccombs@odu.edu
SCI	Chris Osgood David Burdige	Biology Ocean, Earth & /Atmos Sciences	202 M Mills Godwin Bldg 439 Ocean & Physics	683-3605 683-4930	cosgood@odu.edu dburdige@odu.edu
	Mohammad Karim	V. P. for Research, Office of Research	4111 Monarch Way	683-3460	mkarim@odu.edu