

Old Dominion University
SUMMER RESEARCH FELLOWSHIP PROGRAM (SRFP)
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 SRFP awards are made available through the Office of the Vice President for Research, both 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.

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 fellowships. 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 fellowship 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
December 1984
Revised June 8, 1987
Revised April 19 1991
Revised September 26, 1995
Revised July 17, 2006

Request for Proposals (RFP)

Purpose of the Grant Award

The purpose of the Summer Research Fellowship Program (SRFP) is to foster the research capabilities of 1) new, inexperienced investigators, and 2) more experienced investigators, for exploratory studies for which they have received no external funding to date. These awards are considered to be seed money for research and future scholarly effort. It is intended that these awards will result in the submission of a successful proposal to an external funding agency and/or the submission of publications to a scholarly journal. Awards will be made to proposals which strongly reflect this intent. Funding is made available for this initiative by the Vice President for Research.

Eligibility

Eligible applicants are full-time tenured, and tenure-track Old Dominion University faculty. Specific preference will be given to 1) investigators who have been on the Old Dominion University faculty for less than four years and who have not served as a Principal Investigator on a significant research project, and to 2) more experienced investigators embarking on exploratory studies which represent a significant change in research direction and for which they have received no external funding to date. **All** applicants **MUST** clearly state in their proposal ***whether or not:* 1) they plan to teach during the summer of 2010; and 2) if they have any grant submissions that are under review. All**

applicants **MUST**: 1) list all of their current grants, including source, duration, and amount; and 2) cite grant submissions that are under review when the SRFP application is submitted. Teaching during this time is discouraged unless there are extenuating circumstances. If applicants do plan to teach and/or work on other research projects besides the SRFP, they **MUST** provide a schedule for the summer indicating how s/he will be able to dedicate 8 weeks to the SRFP project. The schedule should indicate how s/he will divide her/his time between the SRFP project, and any other teaching/research projects 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. Proposals from the two groups will be reviewed and ranked separately. A maximum of 20% of the awards may be allocated to senior faculty who are changing their research direction.

Award Amounts

The award amount includes a stipend of \$6,000** and up to \$1,000 for justified expenses. Justified expenses may include travel to complete research during the period of the award. **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.

*** Fellowship stipends are taxable.*

Post-Award Travel Funding

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 mentioned in this RFP, "Future Research Plan/Publications to be Produced," addresses eligibility for this additional support. This additional support **will not** be made as a part of the Summer Research Fellowship 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.

Obligations of Award Recipients

Each award recipient will be expected to:

- Devote full-time effort to the research for a continuous eight-week period 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. **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 concurrence. 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 **Friday, August 27, 2010**. This progress report should describe the work completed during the fellowship period and the awardees' use of the research to either gain external funding or submit publications to scholarly journals. 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.
- 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 Summer Research Fellowship Program. Additionally, applicants should acknowledge the support of the Office of Research when making publications as a result of this award. Applicants are encouraged to exhibit their research findings at the annual Research Exposition.

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 Plan, or Publications to be Produced,
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 Publications to be Produced 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.

Preliminary Proposal Review/Questions

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

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 Summer Research Fellowship 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. Submit an **electronic copy** of the original proposal **including the proposal transmittal/ administrative comments form that contains your signature and your Chair's endorsement** to your Dean by **Friday, October 30, 2009.**

If hard copies are submitted, you must submit the **original and fourteen (14)** copies of your proposal along with the proposal transmittal/administrative comments form containing your signature and your Chair's endorsement to your Dean by Friday, October 30, 2009.

4. The Dean will review and rank the proposal (he/she may consult with the college and/or department research committee(s) in this process).
5. The Dean will forward the **electronic copy** of the original including the proposal transmittal/administrative comments form (containing **all** required signatures), along with the Dean's/College's rankings/recommendations to upongphu@odu.edu by **November 23, 2009.**

If hard copies are sent, the Dean's office needs to deliver the original and fourteen (14) copies of your proposal with the proposal transmittal/administrative comments form **attached to each copy** (containing **all** required signatures) and the Dean's/College's rankings/ recommendations, to the Office of Research by November 23, 2009.

6. The Office of Research will forward all proposals (including endorsements and dean's/college's rankings/recommendations) to Committee D for review.
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

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|------------------------------------|---|
| 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 **electronic copy** of the original with the proposal transmittal form containing the PI's and Chair's signatures (or if hard copies are sent, send the original and fourteen (14) copies of the proposal and the completed transmittal/administrative comments form) to their Dean by **Friday, October 30, 2009**.

REQUIRED: Intramural Summer Research Proposal (SRFP & SEECR) Proposal Transmittal/Administrative Comments Form: This form serves as a cover sheet for proposals. The form includes responses to regulatory issues and should contain all relevant signatures and comments/recommendations. 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.

Abstract: An abstract, limited to one (1) page, must be included before the narrative.

Proposal Narrative: is limited to ten (10) pages, double spaced, font size should be no less than 11 points. Citations will be counted within the narrative's page limit.

Curriculum Vitae: A single (1) page curriculum vitae must be attached to the back of the proposal. The curriculum vitae will not be counted in the page limit. Vertical and horizontal margins must be at least one (1) inch.

Appendices:

Figures may be attached as appendices. There may be no more than five (5) pages of appendices.

****All pages must be numbered.*****

All applicants MUST state explicitly in their proposal *whether or not*: 1) they plan to teach during the Summer of 2010; and 2) *whether or not* they have any grant submissions that are under review. Applicants MUST: 1) list all of their current grants, including source, duration, and amount; and 2) cite grant submissions that are under review when the SRFP application is submitted. If an applicant does plan to teach and/or work on additional research projects over the summer, s/he MUST include a detailed work plan/schedule in the proposal indicating how s/he will complete the SRFP project in addition to his/her other teaching/research responsibilities.

Applicants should fully describe the project's Problem Statement, Supporting Documentation, Goal(s), Objectives, and Study Design/Methodology. Applicants **MUST** also include a detailed discussion of Future Research Plans OR Publications to be Produced, whichever is appropriate. The Future Research Plan is intended to be a description of the applicant's plan to utilize the work completed as a result of a SRFP award to obtain external funding. The Plan should include the names of agencies and specified funding programs to which you plan to make proposals for external funding. Similarly, the Publications to be Produced must include a description of the applicant's plan to utilize the work completed as a result of a Summer Research Fellowship Program award to produce publications. The applicant should provide a list of journals to which the investigator plans to submit the results of the project. It is not necessary to complete both a Future Research Plan and a Publications to be Produced section. Applicants should choose the section that is most appropriate for their academic field/project.

Applicants also must include a Statement of Eligibility which describes how the applicant qualifies for consideration under this initiative as a 1) new, inexperienced investigator or as 2) a more experienced investigator for exploratory studies for which no external funding has been received to date.

Proposal Submission Format

- I. 1) **REQUIRED:** Intramural Summer Research Proposal (SRFP & SEECR) Proposal Transmittal /Administrative Comments Form: This form serves as a cover sheet for proposals. The form includes responses to regulatory issues and should contain all relevant signatures/comments. 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.
- II. Abstract (one page) (may be single-spaced)
- III. Narrative (ten pages, double spaced)
 - a. Statement of the Problem or Description of Area of Investigation
 - b. Supporting Documentation (including a description of the applicant's prior work in the field and a list of the applicant's relevant publications)
 - c. Project Goal(s)
 - d. Project Objectives
 - e. Study Design/Methodology (including plans for protection of human or animal subjects and the environment)
 - f. Future Research Plan or Publications to be Produced (**including a list all current grants- giving source, duration and amount. Explain the need for grant support. Cite grant submissions that are under review when the SRFP application is submitted.**)
 - g. Time Table for completion of research. **All applicants MUST state explicitly *whether or not they plan: 1) to teach during the Summer of 2010; and 2) if they have any grant submissions that are under review.* 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. A **work plan/schedule of any teaching and/or other research projects that will take place over the summer MUST be included in the proposal. Applicant MUST indicate how they will complete SRFP project in addition to any teaching and/or other research projects undertaken during the summer.****
 - h. Budget ***
 - i. Budget Justification (justify all expenses beyond the stipend). 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. **Funds cannot be used for personal computers/laptops or common software.**
 - j. Statement of Eligibility
- IV. Curriculum Vitae (One page)
- V. Appendices (figures may be included; no more than 5 pages)

*** It is necessary to include travel expenses necessary to complete the project in the budget at this time. The budget request may total a **maximum** of \$7,000. The stipend is \$6,000, and the justified expenses cannot be more than \$1,000. Requests for post-award travel support should be submitted at the completion of the project.

Recommendations:

Avoid Jargon.

Define all acronyms on first usage.

Beware of projects for which you will need custom built equipment. Little time is available for these projects. Make sure that all equipment is either available on campus, or can be purchased without major modification.

Get a review from a colleague prior to submission.

COMMITTEE D: Scholarly Activity and Research

| College | Name | Department | Campus Address | Phone | E-Mail Address |
|---------|---|--|--|----------------------|--|
| AL | Ken Daley Jesse Richman | Art Political Science & Geog | 129 Visual Arts 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 | lfiler@odu.edu lli@odu.edu |

| | | | | | |
|------|--|---|--|----------------------|--|
| ED | Silvana Watson Peggy Hester | Early Childhood, Speech Early Childhood, | 109 Lions Child 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 ptheester@odu.edu |
| HS | C. Rutledge Gayle McCombs | School of Nursing Dental Hygiene | 3022 HS Bldg 3102HS Bldg | 469-6735 683-5150 | crutledg@odu.edu gmccombs@odu.edu |
| SCI | Chris Osgood David Burdige | Biology Ocean, Earth & /Atmos Sciences | 202 M Mills Godwin 439 Ocean & Physics | 683-3605 683-4930 | cosgood@odu.edu dburdige@odu.edu |
| | Mohammad Karim | V.P for Research, Office of Research | 2035, Hughes Hall | 683-3460 | mkarim@odu.edu |