College of Arts & Letters
Summer Research Grants 2017
Application/Cover Sheet

Faculty Applicant ___________________________________ Date ________________
Department _________________________________________
Highest Degree Received _______________________________ Date Received ________________
University Granting Highest Degree ___________________________
☐ Tenured ☐ Untenured

Previous Research Projects Supported by ODU Internal Grants (University SRFP, SEECR, and/or College)
1. ___________________________________________ Date ________________
2. ___________________________________________ Date ________________
3. ___________________________________________ Date ________________
4. ___________________________________________ Date ________________

Checklist:
☐ Chairs Appraisal (1 page)
☐ Abstract (1 page)
☐ Narrative (10 page limit)
☐ Curriculum Vitae (1 page)
☐ Appendices if applicable (5 page limit)

Guidelines

Grant Support for Summer Research and Creative Activities
• Up to three grants of $3,500 may be competitively awarded. One of the three grants may be awarded to tenured faculty.
• Faculty members who receive College Summer Research Grants may accept teaching or other significant paid work only if they can demonstrate that they will devote eight uninterrupted weeks of activity toward the summer research project.

Eligibility
• Only full-time tenured and tenure-track faculty may apply.
• Faculty who received a College Summer Research Grant in summer 2014, 2015, or 2016 are not eligible to apply for the College Summer Research Grant.
• Administrative faculty on twelve-month contracts may not apply.

Due Date
• The application due date for the College Summer Research Grants is 5:00 p.m. on Friday, February 17, 2017. One printed copy of the proposal should be submitted to the Office of the Dean, BAL 9000, and one electronic PDF copy should be submitted to dearnest@odu.edu.
Proposal Submission Format

1. Cover sheet (one page)
2. Department Chair’s Appraisal/Recommendation (one page)
3. Abstract (one page—may be single spaced)
4. Narrative (not to exceed ten pages, double spaced)
   - Statement of the Problem or Description of the Area of Investigation
   - Supporting Documentation (including a description of the applicant’s prior work in the field and a list of the applicant’s relevant publications)
   - Project Goal(s)
   - Project Objectives
   - Study Design/Methodology (including plans for protection of human or animal subjects and the environment for completion of research)
   - Future Research Plan or Publications to be produced
   - Time Table for completion of research
5. Statement of Eligibility
6. Abbreviated Vita (one page)
7. Appendices if applicable (not to exceed 5 pages)

Submission Review Process

- Proposals-in-progress may be submitted to the Associate Dean for Research and Graduate Studies for feedback prior to submission.
- The Arts & Letters Research and Publications Committee will rank all submitted proposals prior to their review by the Dean.
- Incomplete proposals, proposals that do not strictly follow the proposal submission format, and proposals submitted after the deadline will not be considered.

Time Line

*February 17, 2017*: Submit proposals to the Office of the Dean.

*March 2017*: Evaluation of proposals by the Arts & Letters Research and Publications Committee

*April 2017*: Announcement of College Awards

Reporting Requirements

- Final reports are due to the Associate Dean for Research and Graduate Studies by January 12, 2018.
- Final reports must address the following questions and issues:
  - Where did you conduct your research or creative work?
  - Please give a detailed outline of how your time was used.
  - What findings did you discover in the course of your research?
  - What outside grants have you applied for or do you intend to apply for as a result of the work you completed during the 2017 Summer Grant period?
  - What articles or book or other creative work have you submitted for publication/review/show or performance as a result of your research?
  - What articles or book or other creative work do you intend to submit for publication/review/show or performance as a result of your research?
  - What unexpected findings did you make (if any) as a result of your research?
- All College Grant recipients must be willing to give a short talk to the College’s faculty, staff and students during the spring of 2018 concerning their research project’s results.