Overview and Faculty Eligibility

In an effort to support and promote the growth of sponsored programs at Old Dominion University, the Office of Research invites the deans of the colleges to nominate up to two tenure-track or tenured faculty members per semester to participate in a program that supports proposal development. The goal of the program is to help faculty submit high quality, competitive proposals to extramural agencies by financially assisting the colleges to release a faculty member from one course of their teaching commitment during the Fall or Spring semester. FP3 is based on the premise that there are faculty at the institution who have the enthusiasm and capability to be competitive for extramurally funded research, yet are unable to set aside sufficient time for a systematic proposal preparation process.

This program should be reserved for faculty members who have a well formulated and meritorious project that can be readily articulated which has not been previously funded. The FP3 is not intended to support resubmissions. The faculty member should be capable and willing, in the judgment of the dean and chair, to carry out the proposal development and the project should it be funded.

An FP3 request should be to a noted agency and for a major proposal that is of sufficient scope to warrant a course release. Release time for resubmissions, white papers and letters of intent will not be considered. It is anticipated that the faculty member may need to travel to meet with agency representatives as part of the submission plan if such meetings have not yet taken place.

Faculty who intend to apply for an FP3 grant are strongly encouraged to consult with the Research Development staff about potential extramural sources of support for their research. The FP3 program seeks to support grant-making activities that (a) substantially contribute to the University’s research profile through the amount of the grant, its prestige, or both; and (b) require a level of effort commensurate with the faculty time normally associated with a course release. Consultation with the Office of Research prior to application for an FP3 grant can ensure the faculty’s proposed grant-making strategy and likely extramural funding sources satisfy these criteria.

Proposal Submission

FP3 proposals are submitted first the faculty member’s chair and dean who endorse the FP3 request in Letters of Support. Please allow sufficient time for chair and dean review.

One electronic copy of all documents must be sent from the dean’s office to the Office of Research by 5 p.m. on January 25, 2018 via email at ORintramural@odu.edu. Submissions from the faculty member or department chair’s e-mail will not be accepted. Each college is limited to two FP3 nominees per semester.

The dean’s submission should be a single Adobe PDF document that includes the title page, dean’s letter, chair’s letter, proposal narrative plan, and C.V., in that order. Name the document with the Faculty member’s last name, name of program, semester & year for FP3 preparation, e.g. LastName_FP3_Spring2019.
Obligations of Award Recipients

By accepting the award, the faculty member agrees to meet with an Office of Research Grant Development Specialist (GDS). The first meeting should occur prior to the start of the semester but no later than the first two weeks of classes. A second required meeting should be scheduled after mid-semester. The GDS services will vary depending on the faculty’s needs, but can include outlines, checklists, and editing support. These meetings are mandatory, whether or not the faculty member requires services. Editing assistance is highly encouraged, however. The faculty member should time the FP3 award period to align with the external grant’s deadline: the grant should be submitted within a few months of the end of the FP3 award semester. Any exceptions to this submission window must be requested in the FP3 proposal.

An FP3 Reporting Form will be e-mailed to the recipient approximately 2 months after the end of the semester and for two additional years. Reports are due to ORIntramural@odu.edu by the date listed. Information requested will include the agency to which the proposal was submitted, program name, length of award, budget amount requested, dates of contact with the Office of Research Grant Development Specialist, proposal submission date, and estimated date of award/decline notification.

Faculty members are expected to comply with the FP3 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.

The awardee should notify the Office of Research by e-mail (ORIntramural@odu.edu) when notified of the funding outcome of the external grant.

Proposal Format

1. Title page: name, e-mail address, and specification of FP3 for Fall 2018 or Spring 2019.

2. Letter of support from the dean, including identification of resources that will be made available within the college to ensure success in proposal production.

3. Letter of introduction and support from the department chair. The chair’s letter should include total teaching load and the proposed arrangement for covering the released course.

4. Proposal Narrative plan (not to exceed 5 pages) including:

   - The proposal must be written so that reviewers in different disciplines can understand it.
   - Identify the target agency/program and the rationale for this choice. The faculty member should thoroughly research the potential funder and provide a solid rationale for this choice. The funder’s due date should occur near the end of the same semester that the proposal is being written.
   - Describe any interactions with the agency to date, either through previously funded projects or discussions about the current project. Contact with the funding agency prior to the FP3 submission is highly encouraged and will be viewed favorably.
   - Identify one internal and one external reviewer that will provide proposal feedback prior to submission. The Grant Development Specialist cannot count as the internal reviewer.
   - Describe how the grant, if funded, will fit with the career goals of the faculty member.
   - Provide a plan for resubmission should funding not be awarded in the targeted cycle.
   - Provide a plan with approximate dates for the two required meetings with the Grant Development Specialist.
5. Current C.V. for the faculty member (not to exceed 2 pages).

Applicant should highlight previous work and publications relevant to this application. 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.

6. The proposal should be double spaced, in Times New Roman 11 point font, and have 1 inch margins.

7. Appendices (figures & references may be included; no more than 5 pages)

Questions about the FP3 program can be addressed to Daniel Campbell in the Office of Research at ORIntramural@odu.edu.