Old Dominion University

SUMMER RESEARCH FELLOWSHIP PROGRAM
(SRFP)

University Policy

Summer Research Fellowship Programs

A. Purpose and Eligibility
   The University provides a number of fellowship awards for returning tenured and tenure-track faculty for summer research. The awards are made available through the Office of the Vice President for Research.
   1. The primary purpose of the awards is to provide support and encouragement for non-tenured, tenure-track faculty members who are initiating programs.
   2. In special cases, up to 20% may be awarded to tenured faculty members initiating new research careers or developing new research programs.
   3. Awards are given 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.
   4. Faculty may apply for a research fellowship more than once, but repeat or successive awards will rarely be given within four years.
   5. The awards, which carry a stipend and an allowance for justified expenses, are not intended as continuing sources of support.
   6. The Vice President for Research sends out the call for submission of proposals to all faculty.

B. Review and Approval Procedures
   1. All proposals are evaluated and ranked on the basis of merit.
   2. A faculty member can submit only one proposal.
   3. Faculty submitting proposals must not be a part of the review and evaluation process, either at the department, college, or University levels.
   4. Proposals are submitted to the department chair for review and evaluation. The chair forwards the proposal with recommendation to the college research committee or to the dean's office in the absence of a college committee.
   5. The college committee, or the dean's office in the absence of a college committee, reviews all proposals for the academic college and evaluates and ranks them in priority noting strengths and weaknesses. The proposal, department chair's recommendation and rankings, and the committee's ranking and recommendations if applicable are forwarded to the dean.
   6. The dean completes an independent review and ranking and forwards all documents to the Office of Research for review by the Faculty Senate Scholarly Activity and Research Committee.
   7. The Faculty Senate Committee makes recommendations to the Vice President for Research, who awards the fellowships.

C. Responsibilities
   1. Successful applicants are expected to devote a minimum of eight consecutive weeks exclusively to the project during the summer following the award. The department chair has the responsibility to ensure that any teaching duties are not simultaneous with the eight-week research period.
   2. During the semester following their awards, successful applicants must make a Progress Report to the Office of Research.
   3. Those making satisfactory progress toward publication and/or securing outside funding may apply for additional funds for travel to meet with an external funding agency. When results are published, fellowship recipients are expected to acknowledge the support of the University.

D. 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 9, 1991
Revised September 26, 1995
Revised July 17, 2006
Revised August 25, 2011
Purpose of the Grant Award
The purpose of the Summer Research Fellowship Program (SRFP) is to provide seed money for research and future scholarly effort primarily for non-tenured, tenure track faculty. It is expected that these awards will result in external grant funding, scholarly journal publications, manuscript publication or display of artistic work.

Eligibility
Eligible applicants are tenure-track and tenured Old Dominion University faculty. Preference will be given to investigators who have been on the Old Dominion University faculty for less than four years, who have not served as a Principal Investigator on a significant research project, and who have not previously received a Summer Research Award. Up to 20% of the funding may go to tenured faculty members who are initiating research in a new direction and who have not received any external funding for this research.

The SRFP awards will not fund research for which an applicant is already receiving or will receive funding support. 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.

Award Amounts
The award amount includes a $6,000 stipend (taxable) and up to $1,000 for justified expenses (not taxable). Justified expenses may include travel to complete research during the period of the award, materials, supplies, student research assistance; however, conference and workshop travel is not supported. Computers, laptops and common software are ineligible expenses.

Please note that if plane tickets are purchased, reimbursements will be made ONLY up to the amount of justified expenses requested (up to $1,000) in the SRFP application.

Post-Award Travel Funding
The SRFP awards come with high expectations of funded research and awardees may request up to $500 for post-award travel. The purpose of these funds is to support travel expenses while visiting external agencies to which a proposal submission is planned. These funds, along with a detailed itinerary, may be requested through May 1, 2019. Post-award travel funds cannot be used for conferences, workshops or presentations.
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 2018. Teaching during the eight-week period is highly discouraged. 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 approval by the Office of Research. If a recipient is required to teach during the grant period, it should not conflict with the time devoted to the summer research.

- Submit a Research Progress Report form to the Office of Research at ORIntramural@odu.edu by August 27, 2018 and for 3 years thereafter. The report form will be sent to the recipient by the Office of Research.

- If post-award travel funds are requested, please contact the Office of Research at ORIntramural@odu.edu to provide itinerary and travel details. Travel Funds are provided at the discretion of the Office of Research. Travel funds may be requested through May 1, 2019.

- Recipients are expected to acknowledge the support of the Office of Research when making publications as a result of this award. The following statement can be used: This research was supported by a Summer Research Fellowship Program Grant from the Office of Research at Old Dominion University, Norfolk, Virginia, USA.

Proposal Submission

- Inform your Chair that you plan to submit a proposal. The Chair should review your proposal and then fill out the Chair’s section of the Proposal Administrative Form.

- Faculty should scan the signed Proposal Administrative Form and their Proposal and save as one Adobe PDF. Name the proposal with the Investigator’s last name, name of program, year you will perform research. (LastName_SRFP_2018).

- Faculty submits to the Dean by Friday, October 27, 2017:
  - E-mail with attached Adobe PDF (Administrative Form & Proposal)

- The Dean submits to the Office of Research by Friday, November 17, 2017, 5 p.m.:
  - E-mail that includes all Adobe PDF submissions AND Dean’s/College’s ranking and recommendations to ORIntramural@odu.edu.
  - 1 original and 1 hard copy. Each should include the Written College/Dean Review & Ranking, Proposal Administrative Form and Proposal.
  - Please note that each college/dean must include a written summary evaluation and ranking of submitted proposals.
  - Mail or deliver to:

    Daniel Campbell
    Research Development & Outreach Coordinator
    Office of Research
    4111 Monarch Way, Suite 203

Announcement of awards and generation of Performance Agreements will be done by the Office of Research. Awards are contingent upon the availability of funds.
Proposal Format

- **Sections I-V below** (Proposal Administrative Form, Abstract, Narrative, Curriculum Vitae, and Appendices) are **REQUIRED**.
- Follow all instructions and use (a) through (g) as section headings.
- **The proposal must be written so reviewers from different disciplines can understand it.** Points may be subtracted for proposals that do not adhere to this requirement (e.g. too much jargon or discipline specific language used in the narrative).

I. **PROPOSAL ADMINISTRATIVE FORM:** (Serves as a cover sheet)

II. **ABSTRACT** *(one page, may be single spaced; does not count toward Narrative page maximum, Times New Roman 11)*

III. **NARRATIVE** *(five pages maximum, double spaced, one inch margins, Times New Roman 11)*
   a. **Background and Rationale.** Describe the need/background for the project including what has been done in the area and the rationale for this project as a next step. Provide enough information so an individual who is not familiar with this particular area of research can ascertain its significance. Discuss how an SRFP award will help to advance your career. Describe how the SRFP proposal supports the objectives of the **Research Strategic Plan for 2015-20**.
   b. **Project Goal(s)** (broad, general, abstract) and **Objective(s)** (narrow, precise, tangible).
   c. **Study Design/Methodology.** Provide a detailed account of precisely what will be done to answer the question(s) or test the hypothesis(es). Include plans for the protection of human or animal subjects and the environment.
   d. **Future Grant and Publications Plan.** Identify a specific plan for future research and publication for the proposed project beyond the Summer Research Fellowship that includes dates, agencies, programs, and likely journals. Include the names of agencies and programs to which you plan to apply as well as a description of your publication plan for the summer research. Ensure that the agencies/programs have been thoroughly researched and are a good fit with the proposed research. Discussion with relevant agency/program personnel is encouraged.
   e. **Time Table for Completion of Research.** If applicants plan to teach and/or work on other research projects during the eight week period, they must explicitly state so and provide a detailed work plan/schedule that indicates how they will divide their time between the SRFP project and other teaching/research projects. **As stated in the Obligations of the Award Recipients section, teaching during the eight-week period is highly discouraged.**
   f. **Statement of Eligibility and Qualifications.** Describe how you qualify for funding under this program as either a new, inexperienced investigator who is non-tenured, tenure track, or as a tenured faculty member who is initiating research in a completely new direction. Give a brief description of prior work relevant to the proposed summer research.
   g. **Budget and Justification.** Recipient will receive a $6,000 stipend and may request up to $1,000 for expenses, which must be clearly justified. Travel related expenses necessary to complete the research are allowable. Funds for personal computers/laptops, tablets, common software and conference related travel are not allowable.

IV. **CURRICULUM VITAE** *(two pages, one inch margins, does not count toward page limit)*

   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.

V. **APPENDICES** *(figures & references may be included; no more than 5 pages)*
Award Criteria

Proposals will be ranked by Faculty Senate Committee D according to the following criteria:

1. Strength of Proposed Research Plan including a discussion of how this project fits into the PI’s overall research goals, external funding and/or scholarly publications.

2. Scholarly merit and impact factor of proposed research, e.g. applicant’s field/discipline and/or how it impacts the ODU Research Strategic Plan.

3. Demonstration of how an SRFP award will enhance the career of the applicant.

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 2017</td>
<td>The call for proposals will be sent via email to all colleges/departments. Complete RFP and the Proposal Administrative Form are available on the Office of Research’s website.</td>
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<tr>
<td>October 27, 2017</td>
<td>Deadline for submission of proposals to Dean.</td>
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<tr>
<td>November 17, 2017</td>
<td>College Deans submit all proposals to the Office of Research which forwards them to Committee D for review, complete with all college written recommendations.</td>
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<tr>
<td>January 2018</td>
<td>Committee D recommendations submitted to the Office of Research.</td>
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<td>February 2018</td>
<td>Announcement of awards.</td>
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