

ODU OFFICE OF RESEARCH INTRAMURAL PROGRAM SOLICITATION

I. PROGRAM: Faculty Proposal Preparation Program (FP3) 2024-25 Application Guidelines

II. PROGRAM DESCRIPTION:

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 in releasing 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 and 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. The applicant must remain at Old Dominion University for the duration of the funding period.

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. The applicant cannot be simultaneously funded for the same work/research by two different programs.

Faculty who intend to apply for an FP3 grant are strongly encouraged to consult with the Research Development staff about the appropriateness of potential extramural sources of support for their research before submitting an application.

III. PROPOSAL DEADLINE (due by 5 p.m. submitter's local time): February 26, 2024

IV. AWARD INFORMATION:

A. Estimated Number of Awards: Up to 2 awards per college, per semester

B. Anticipated Amount of Awards: One course release, during the semester designated in the application. The Office of Research provides funding, not to exceed \$4,000, to the relevant department be put towards the course release only.

V. ELIGIBILITY INFORMATION:

A. Who May Apply: Tenure-track and tenured faculty members who are nominated by their dean for the FP3.

B. Co-PI permitted: No

C. Limit on Number of Applications per PI: One proposal per academic year.

D. Additional Eligibility Requirements:

1. The FP3 awards may not be used to fund research for which an applicant already is or will be receiving funding support.
2. 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.
3. Applicants who are not up to date on prior intramural reporting are not eligible for funding.

VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Procedure: 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. FP3

proposals are submitted first to the faculty member's chair and dean who endorse the FP3 request in Letters of Support. Applicants should allow sufficient time for the chairs and deans to review the proposal and provide strong supporting letters.

- B. Cover Sheet:** The FP3 Cover Sheet provided online should be downloaded and completed. Please ensure that all required signatures are present.
- C. Narrative Language:** The proposal must be written so that a layperson or reviewers in unrelated disciplines can understand it. Avoid jargon that may be unfamiliar.
- D. Narrative Format:**
1. The proposal should be double spaced, in Times New Roman 11-point font, with 1 inch margins.
 2. Proposal Narrative plan (not to exceed 5 pages) including:
 - a) 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.
 - b) 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.
 - c) Identify one internal and one external reviewer who will provide proposal feedback prior to submission. A Grant Development Specialist should not be counted as an internal reviewer.
 - d) Describe how the grant, if funded, will support the faculty member's career goals.
 - e) Provide a plan for resubmission should funding not be awarded in the targeted cycle.
 - f) Provide a plan with approximate dates for the two required meetings with the Grant Development Specialist.
- E. Supplementary Documents:**
1. **Letter of support from the dean:** The dean's letter should identify resources that will be made available within the college to ensure success in proposal production.
 2. **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.
 3. **Current C.V. for the faculty member** (not to exceed 2 pages).
 - a) The applicant's C.V. should highlight previous work and publications relevant to this application.
 - b) 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.
 - c) If you have no current or pending grant applications, please clearly state.
 4. **Appendices.** Appendices with figures and references may be included but must not exceed 5 pages.
- F. Submission Instructions:**
1. One electronic copy of all documents must be sent from the dean's office to the Office of Research by 5 p.m. on February 26, 2024, via email to 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. **Please consult with your dean's office for any internal college deadlines seeking dean nomination.**
 2. The dean's submission should be a single Adobe PDF document that includes the cover sheet, dean's letter, chair's letter, proposal narrative plan, C.V., and appendices (if any) **in that order**. Name the document with the faculty member's last name, name of program (FP3), semester and year for FP3 grant period, e.g. LastName_FP3_Spring2025.

VII. REVIEW AND SELECTION PROCESS

- A. Proposal Review:** Proposals submitted in response to this program solicitation will be reviewed by the Office of Research for compliance with program requirements.
- B. Proposal Review Information Criteria:** 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 member's proposed grant-making strategy and potential extramural funding sources will satisfy these criteria.

VIII. AWARD ADMINISTRATION INFORMATION

- A. Notification of the Award:** Notice of FP3 awards for the upcoming academic year is generally made in the middle of the preceding spring semester.
- B. Obligations of Award Recipients:** By accepting the award, the faculty member agrees to meet with a Grant Development Specialist (GDS) from the Office of Research. 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. GDS support services will vary depending on the faculty member's needs, but may 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.

Funding is contingent on the applicant's commitment to remain at ODU for the foreseeable future. Applicants/awardees must notify the Office of Research if this status changes.

C. Reporting Requirements:

1. An FP3 Reporting Form will be e-mailed to the recipient approximately 2 months after the end of the semester and for three 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.
2. To maintain eligibility for Office of Research intramural funding programs, faculty members must comply with FP3 program requirements for submission and reporting. Applicants will not be awarded any funding if they are not up to date on prior intramural reporting.
3. The awardee should notify the Office of Research by e-mail (ORIntramural@odu.edu) when notified of the funding outcome of the external grant.

Old Dominion University Office of Research
FACULTY PROPOSAL PREPARATION PROGRAM
2024-25 Cover Sheet

DIRECTIONS: This fillable form is completed by the faculty applicant, who submits it, along with the proposal narrative plan, C.V., and appendices to the chair and dean.
The completed FP3 proposal must be submitted by the dean's office as a single Adobe PDF document that includes this cover sheet, the dean's letter, chair's letter, proposal narrative plan, applicant's C.V., and appendices (if any) in that order. Name the document with the faculty member's last name, name of program, semester and year for FP3 grant period, e.g. *LastName_FP3_Spring2025* and submit via email to ORIntramural@odu.edu by 5:00 p.m. on February 26, 2024.
See program guidelines for additional information, including eligibility & detailed instructions.

Timeframe for Course Release: **Fall 2024** **Spring 2025**

Name:		Title/Rank:	
Department:		College:	
Email address:		Phone number:	
Proposal Title:			
Identified funder:		Program Officer contacted?	
Funding program:			
Link to most recent solicitation:			

If awarded the FP3:

- I will submit a competitive extramural grant application to the program above.
- I will meet with a Grant Development Specialist from the Office of Research regarding proposal development.
- I will seek feedback from an internal and an external reviewer prior to submitting the proposal.
- If the proposal is declined, I will revise and resubmit during the next appropriate funding cycle.
- I will submit the required reports to the Office of Research on the outcomes of the proposal submission.

Applicant Signature:		Date:	
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AWARD: *The Office of Research will provide funding, not to exceed \$4,000, to the relevant department in support of a course release for the faculty member applicant during the semester designated in the application.*

Department Fiscal Tech Name:		Phone number:	
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Dept Chair Signature:		Date:	
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Dean/Associate Dean Signature:		Date:	
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