

## **ODU OFFICE OF RESEARCH INTRAMURAL PROGRAM SOLICITATION**

**I. PROGRAM:** Junior Faculty Research Mentoring Program (JFRMP) 2024-25 Application Guidelines

**II. PROGRAM DESCRIPTION:**

The Office of Research is pleased to sponsor the Junior Faculty Research Mentoring Program, which supports ODU faculty-to-faculty mentoring by pairing a senior faculty member with a track record of extramural funding, and a junior tenure-track faculty member who wants to be mentored and commits to submitting a competitive funding proposal at the end of the mentoring period. The focus of mentoring activities must be on identifying funding sources and the development of a strong extramural grant proposal, not on increasing expertise/recognition within the discipline.

There are two categories of JFRMP awards, *Track I* and *Track II*:

- *Track I* supports faculty members in disciplines where competitive extramural grant funding of \$250,000 (in direct costs over the life of the award) or more is available.
- *Track II* supports faculty members in disciplines where competitive extramural grant funding of \$250,000 or more is not a viable option. *Track II* applications require the advance approval of the Director of Research Development.

A JFRMP request should center on a major proposal that is of sufficient scope to warrant a course release. This program is reserved for faculty members who have a well formulated and meritorious project that can be readily articulated which has not been previously funded. The JFRMP is not intended to support the development of grant proposal resubmissions, white papers and/or letters of intent. Likewise, the program/award must be one for which an application, rather than a nomination, is required, and the applicant must be "reasonably well- qualified" for the program/award. Note that applicants cannot be simultaneously funded for the same work/research by another funding program.

Faculty who intend to apply for an JFRMP grant are strongly encouraged to consult with the Research Development staff about the appropriateness of potential extramural sources of support for their research. Applications will be reviewed by the Office of Research.

**III. PROPOSAL DEADLINE (due by 5 p.m.):** March 25, 2024

**IV. AWARD INFORMATION:**

**A. Estimated Number of Awards:** Varies, depending on availability of funding, but typically at least 4 JFRMP awards are supported.

**B. Anticipated Amount of Awards:**

1. The Office of Research will provide the mentee's department with funding of up to \$3,000 to support a course release for the mentee.
2. The mentee may request additional travel funds of up to \$500 from the Office of Research to visit a program officer. Funding is not available for proposal review consultant fees or conference travel.
3. For one academic year of mentoring, the mentor's department will receive a \$3,000 budget transfer from the OR to a department account to support the mentor's research efforts.

**C. Mentee Expectations:**

1. The mentee must complete the application form and obtain all signatures and attachments.

2. The mentee must commit to working with the mentor for one academic year (fall and spring semesters). Mentees and mentors should meet weekly.
3. In addition to working with a mentor, mentees may seek editing support from a Grant Development Specialist.
4. a. For *Track I*, the mentee must submit a competitive extramural grant application for a minimum of \$250,000 (in direct costs over the life of the award) by the next program deadline.  
b. For *Track II*, the mentee must submit a competitive extramural funding application to a prestigious award approved in advance by the Director of Research Development.
5. If the proposal is declined, the mentee must revise and resubmit during the next funding cycle.

**D. Mentor Expectations:**

1. The mentor must commit to meet with the mentee once a week during the academic year.
2. The mentor is responsible for ensuring that the mentee works steadily towards submission of a competitive grant application by the end of the academic year (or the next program deadline) and should take the necessary steps to assist with this goal, which include:
  - a) A discussion of the mentee's research interests and how they fit with short and long-term career goals.
  - b) A discussion of possible funding sources and collaborators, and an explanation of the funding process at the agency the mentee plans to target as a potential funder, including contact with program officials, if applicable.
  - c) Once a funding program is identified, the mentor should ensure the mentee's past work and planned research are well-matched to the program by reviewing the RFP and available resources with the mentee, and establishing next steps to writing the grant.
  - d) The mentor must schedule time to review a draft of the mentee's grant and provide constructive feedback and additional guidance.
3. The mentor must be willing to commit time and attention to the mentee to ensure that the end goal is a grant application that is of a substantially higher quality than the mentee would have achieved without the mentoring relationship.

**V. ELIGIBILITY INFORMATION:**

**A. Who May Apply (Mentee Eligibility):**

1. Mentees must be tenure-track assistant professors with fewer than 4 years at this rank, who are at least 2 years away from a tenure decision at the time of application and have not had this award.
2. The mentee must commit to working with the mentor for one academic year (fall and spring semesters).

**B. Mentor Eligibility:**

1. The mentee is responsible for finding a senior faculty mentor at ODU who is at least an associate professor and has a record of significant extramural funding experience as a Principal Investigator (PI), as appropriate to the discipline.

Considerations for successful Mentor-Mentee relationships include:

- Similar or complementary research interests
- Alignment of the mentor's expertise with the mentee's level of experience and needs
- Accessibility of the mentor for regular meetings and contact through e-mail/phone calls
- Willingness of the mentee to ask for assistance when needed

Willingness of the mentee to accept and the mentor to give constructive feedback

2. a. For *Track I* applications, the mentor must have had two competitive awards from the funding agency to which the mentee seeks to apply.
  - b. For *Track II* applications, the mentor selected must have experience with at least two comparable funding opportunities as an awardee and/or a reviewer. Contact the Office of Research if you have questions regarding this requirement.
  3. The mentor may not be one of the mentee's former graduate program mentors.
  4. The pair should share some scholarly and/or research overlap, but need not be in the same department or college.
  5. Mentors can only hold one Junior Faculty Research Mentoring Program award at a time.
  6. The Office of Research will attempt to find a mentor for tenure-track junior faculty if they are unable to find one. You must contact the Office of Research well before the JFRMP deadline if you need assistance locating a mentor.
- C. **Co-PI permitted:** No. (However, the mentee's extramural grant proposal may have Co-PI[s].)
- D. **Limit on Number of Applications per Mentee:** One JFRMP proposal per academic year.
- E. **Additional Eligibility Requirements:**
1. The JFRMP 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. The applicant must 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. Application Components:

1. Applications for this program are completed by the junior faculty member and submitted electronically as a single PDF. A complete application includes the following components:
  - Junior Faculty Research Mentoring Program Application Form.
  - Letter of support from the mentee's department chair.
  - Narrative.
  - Project Timeline.
  - Appendices (optional).
  - Mentee's abbreviated curriculum vitae.
  - Mentor's abbreviated curriculum vitae.

### B. Narrative

1. **Language:** The proposal must be written so that a layperson or reviewers in unrelated disciplines can understand it. Avoid jargon that may be unfamiliar.
2. **Narrative Format:** Double-space, with 1-inch margins; use Times New Roman 11-point font.
3. **Proposal Narrative plan** (not to exceed 3 pages) including:
  - a. Address why you need a mentor, and provide a plan for a meaningful mentoring relationship, including the time commitment from mentor and the proposed research plan/research interests. Use the Project Timeline form to convey details of the mentoring plan.
  - b. Include a statement of commitment to submit a competitive grant proposal

- c. Identify the target funding agency/program and describe the rationale for this choice. The mentee 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.
- d. For *Track II* applications only, include a statement that the mentee has received advance approval of the targeted award from the Director of Research Development.
- e. 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 JFRMP submission is highly encouraged and will be viewed favorably.
- f. Identify one internal and one external reviewer who will provide proposal feedback prior to submission. The Grant Development Specialist should not be counted as the internal reviewer.
- g. Describe how the grant, if funded, will fit with the career goals of the faculty member.
- h. Provide a plan for resubmission should funding not be awarded in the targeted cycle.

**C. Supplementary Documents:**

1. **Junior Faculty Research Mentoring Program Application Form.**  
The form is available from [jstein@odu.edu](mailto:jstein@odu.edu). Please insure all required signatures are present.
2. **Letter of support from the mentee's department chair.**  
The chair's letter should include total teaching load and the proposed arrangement for covering the released course.
3. **Project Timeline.**  
The form is available online. It must be completed with projected activities for the mentoring period of the JFRMP.
4. **Appendices.**  
Appendices with figures and references may be included; but should not exceed 5 pages.
5. **Mentee's abbreviated curriculum vitae** (not to exceed 2 pages).
  - a. 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 or awarded, and the project period.
  - c. If you have no current or pending grant applications, please clearly state this.
6. **Mentor's abbreviated curriculum vitae** (not to exceed 3 pages).  
Include grants awarded to the mentor as PI that demonstrate experience with the mentee's target funding agency.

**D. Submission Instructions:**

1. Save the components as a single Adobe PDF document, and name the document with the Faculty member's last name, name of program, semester & year for JFRMP preparation, e.g. LastName\_JFRMP\_Spring2025.
2. Submit via email to [ORIntramural@odu.edu](mailto:ORIntramural@odu.edu).

**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. **Please note funding transfers typically take place during the fall semester of the award year.**

- B. Proposal Review Information Criteria:** The JFRMP 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 a JFRMP grant can ensure the faculty's proposed grant-making strategy and likely extramural funding sources satisfy these criteria.
- C. Applications will be evaluated based on the following criteria:**
1. **Research Focus:** Does the mentee have a research focus that can be translated into a grant submission?
  2. **Benefits:** Does the application articulate the benefit and value of the mentor at this stage in the mentee's career? Has the applicant researched appropriate funding opportunities?
  3. **Experience & Compatibility:** Does the mentor have the appropriate research interests and background to guide the mentee in their chosen area of research?
  4. **Commitment:** Does the application show the mentor's commitment to the relationship and ensure a competitive grant application is submitted at the end? Does the mentee convey that they are willing to commit the time and effort to get the most benefit from the relationship and submit a competitive grant application at the end?

## VIII. AWARD ADMINISTRATION INFORMATION

- A. Notification of the Award:** Notice of JFRMP awards for the upcoming academic year is generally made in the preceding spring semester. **Please note that funding transfers typically take place during the fall semester.**
- B. Obligations of Award Recipients:**
1. By accepting the award, the faculty member agrees to work with the mentor for one academic year (fall and spring semesters) and submit a competitive extramural grant application.
  2. The JFRMP award period should be timed to align with the external grant deadline, and the grant should be submitted within a few months of the end of the JFRMP award semester. Any exceptions to this submission window must be requested in the JFRMP proposal.
  3. If the proposal is declined, the recipient will revise and resubmit for the next funding cycle.
- C. Reporting Requirements:**
1. The mentee is also responsible for reporting to the Office of Research on the outcomes of the mentoring relationship at the end of the fall and spring semesters. The report should provide a clear picture of progress made during the semester and should include the number of meetings, general areas of discussion, funding opportunities reviewed, grant writing knowledge shared, proposal review and critique, etc. The Office of Research will provide a Research Progress Report form for the mentee to complete.
  2. A JFRMP 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.
  3. Faculty members are expected to comply with the JFRMP program requirements for submission and reporting to maintain eligibility for Office of Research intramural funding programs.

4. 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.
5. Applicants will not be awarded any funding if they are not up to date on prior intramural reporting.
6. The awardee should inform 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  
**JUNIOR FACULTY RESEARCH MENTORING PROGRAM**  
**2024-25 Application Form**

**DIRECTIONS:** This form is completed by the junior faculty member, who is also responsible for obtaining signatures from the mentor, chair(s) and dean(s). Save the completed, signed form and the other required components as a single Adobe PDF document, and submit via email to **ORIntramural@odu.edu** by 5:00 p.m. on March 25, 2024. See program guidelines for deadline, eligibility & detailed instructions.

**PROJECT TYPE :**  Track I  Track II - Approved by Director of Research Development

MENTEE INFORMATION	Name:		Title/Rank:	
	Department:		College:	
	Email address:		Semester:	
	Years at ODU:		Tenure decision expected by:	
	Briefly describe your research interests:			
	Potential funding sources:			
	As a mentee:			
<ul style="list-style-type: none"> <li>I am committed to working with my mentor for one academic year (fall and spring semesters).</li> <li>I will submit a competitive extramural grant application for a minimum of \$250,000 by the deadline that follows the mentoring period (Track 1), <b>OR</b> I will submit a competitive application based on prior discussion with the Office of Research (Track 2).</li> <li>If the proposal is declined, I will revise and resubmit during the next funding cycle.</li> <li>I will submit a report to the Office of Research on the outcomes of the mentoring relationship after each semester.</li> </ul>				
<b>AWARD to Mentee:</b> <i>The Office of Research will fund a semester course release (up to \$3,000 in support to department from the Office of Research) and travel to visit a program officer.</i>				
Signature of Mentee:		Date:		
Signature of Dept. Chair:		Date:		
Signature of Dean:		Date:		

MENTOR INFORMATION	Mentor name:		Title/Rank:	
	Department:			
	College:		Years at ODU:	
	Email address:		Phone number:	
	As a mentor:			
	<ul style="list-style-type: none"> <li>I meet either formally or informally with my mentee once per week for one academic year (fall and spring semesters).</li> <li>I will ensure that my mentee works steadily towards submission of a competitive application by the deadline.</li> <li>I will provide the guidance and information necessary to support my mentee's goal of submission of a high quality proposal.</li> </ul>			
	<b>AWARD to Mentor:</b> <i>For one academic year of mentoring, the mentor's department will receive a \$3,000 budget transfer from the Office of Research to a department account to support the mentor's research efforts.</i>			
	Signature of Mentor:		Date:	
	Signature of Dept Chair:		Date:	
	Signature of Dean:		Date:	