

**ODU OFFICE OF UNDERGRADUATE RESEARCH
DIVISION OF RESEARCH & ECONOMIC DEVELOPMENT
INTRAMURAL PROGRAM SOLICITATION**

- I. **PROGRAM:** Program for Undergraduate Research and Scholarship (PURS) 2025-26 Guidelines
- II. **PROGRAM DESCRIPTION:** The Division of Research and Economic Development's Office of Undergraduate Research awards internal grants supporting one-year (May 15, 2025 - May 14, 2026) pilot projects engaging undergraduate students in faculty research and other scholarly activities. The primary objective of these projects is to support undergraduate student active involvement in faculty-led research and creative activities.

The PURS provides seed funding for research and other scholarly activities that involve undergraduate students as integral members of the research team. The faculty PI should provide mentorship to an undergraduate student or students who will substantially support the goals of the project. This award is not intended to support undergraduates simply as technicians or support personnel; **successful applications will clearly outline a plan for mentorship and professional development of undergraduate mentees.** It is expected that PURS awards will lead to applications of external funding sources, as well as journal publications and/or discipline-appropriate scholarly products. Undergraduate mentees supported by this program are expected to produce scholarly works, such as journal publications, presentation at professional meetings, and/or displays of artistic work.

Full-time ODU faculty, including research faculty, tenure-track faculty, and tenured faculty are eligible to apply. ODU undergraduate sophomore or junior-level status are eligible to be mentored under this program. The awards should be used for student pay; and a portion of which may be used for faculty summer salary, conference/workshop travel for student, and materials necessary for completion of the work. Please see below the detailed description of awards.

This funding program is for faculty members who have a well formulated and meritorious project that can be readily articulated and has ***not*** been previously funded. The PURS grants are not intended as continuing sources of support. The faculty member should be capable and willing, in the judgment of their chair, to carry out the project should it be funded.

- A. Successful applicants will devote one year (May 15, 2025, through May 14, 2026) to the project (Summer, Fall, Spring). Grant recipients are expected to mentor and assure significant and substantial involvement of the undergraduate student(s) in performing original research or creative activities during the award period. Regular (weekly, at minimum) contact time with undergraduate mentee(s) is expected for the purposes of training and professional development. Grant recipients must be willing to commit time and attention to their undergraduate mentee(s) and are responsible for ensuring that the student steadily progresses on their assigned research endeavors while facilitating a supportive research relationship, an understanding of discipline specific research principles, and tangible research skills.
- B. Successful applicants will recruit and select the undergraduate mentee(s) in the Spring semester prior to the initiation of the project and will provide mentoring for these students for the project duration. Involvement of the undergraduate mentee(s) is expected to be substantial throughout the project and is to include a commitment of at least 10 hours/week of research/scholarship during Spring and Fall semesters, and a 10-week summer commitment of at least 30 hours/week.
- C. Informal "site visits" will be made by representatives of the Office of Undergraduate Research in late summer/early fall to discuss the projects with students and mentors, the outcomes/progress of research, and the mentoring relationships (including the number of meetings, general areas of discussion, etc.)

- D. Successful applicants must submit a Progress Report to the Office of Undergraduate Research by May 15, 2026, marking the end of the award period. Additionally, a follow-up report is required by May 15, 2027, to document any further developments related to the awarded grant.
- E. Principal investigators are expected to submit a funding application to an external funding source for research or creative activity based on the work performed as part of the PURS award in twelve months following completion of the award period. Undergraduate mentees should be involved in proposal planning, writing, and preliminary data generation.
- F. Undergraduate mentees involved in awarded PURS projects are expected to present at least preliminary findings (through an oral presentation, poster, or exhibit) at a university-wide research exhibition in Spring 2026 (details to be announced). If still enrolled, they are also expected to present their final work (oral, poster, or exhibit) at the university-wide research exhibition in Spring 2027 (details to be announced).
- G. Collaborative proposals that involve faculty investigators from multiple disciplines are highly encouraged. Such interdisciplinary teams enrich the research experience for undergraduate students by exposing them to diverse methodologies and ways of thinking, thereby broadening their academic and professional horizons.

Any exceptions to these guidelines must be approved by the Director of Undergraduate Research.

III. **PROPOSAL DEADLINE** (due by 5 p.m. Eastern Daylight Time): Monday, January 20, 2025.

IV. **AWARD INFORMATION:**

A. **Estimated Number of Awards:** Varies, depending on availability of funding.

B. **Anticipated Amount of Awards:**

1. Awards will be made up to \$10,000. *The PI should develop an estimated project budget for proposal submission.* The Research Foundation ***will not*** provide assistance during the submission stage.
2. Allowable expenses include undergraduate student pay, supplies and minor equipment, and costs for conferences and/or scholarship-related travel. Summer pay for faculty mentors is permitted as a secondary allowance; primary funding should support the student, their part in the research or creative activity, and their travel. The award is paid to the Project Investigator/faculty members via the Research Foundation. Awardees will be referred to preaward@odu.edu to create a final intramural project budget and set up their account.
3. Proposed budgets should clearly include minimum pay support for undergraduate mentees for 30 hours/week for 10 weeks during summer and weekly hours for the 15 weeks during fall and spring, as well as funds to support their contributions to the project. When budgeting, please keep in mind the Code of Virginia minimum wage ([§ 40.1-28.10. Minimum wages from virginia.gov](#)).
4. Faculty applicants and any co-PIs may request up to \$3,000 in summer salary (the total of pay and **fringe benefits** -including withholding taxes- covered by the award) for project management and student mentorship. Proposals that emphasize strong student support over faculty summer salary will receive special consideration.
5. Travel funds are primarily intended for undergraduate mentees.

V. **ELIGIBILITY INFORMATION:**

A. **Who May Apply:** Eligible applicants are ODU research faculty, clinical faculty with 25% or more of their workload dedicated to research, tenure-track faculty and tenured faculty members.

Undergraduate mentees identified by applicants should be full time ODU students with sophomore or junior standing at the time of application and have at least two [regular] semesters and one summer remaining before planned graduation.

B. Co-PI: Only if a collaborative, multidisciplinary proposal is submitted, co-PIs are permitted.

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

D. Additional Eligibility Requirements:

1. The PURS awards ***may not be used*** to fund research for which an applicant already is or will be receiving extramural or other intramural funding support.
2. Funding is contingent on the applicant's commitment to remain at ODU for the foreseeable future. The applicant and chair must notify the Office of Undergraduate Research immediately if this status will be changing.
3. Applicants who are not up to date on prior intramural reporting are ineligible for funding.
4. A faculty member may submit only one proposal as a PI per funding period.
5. Applicants must submit a PURS Cover Sheet form signed by their Department Chair along with the full proposal.
6. Faculty submitting proposals must not be a part of the review and evaluation process, whether at the department, college, or University levels.
7. Repeat applicants **must** demonstrate the proposed project is a new line of research and to have been successful with past PURS awards.

VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. Procedure: PURS proposals are submitted first to the faculty member's chair, who endorses the PURS request on the PURS Cover Sheet form. Please allow sufficient time for the chair to review the proposal and provide strong supporting comments.

B. Cover Sheet: The PURS Cover Sheet included at the end of this document should be downloaded and completed. Ensure all required signatures are present. The form serves as a cover letter.

C. Narrative Language: The proposal must be written so that a *layperson or reviewers in unrelated disciplines can understand it.* Please avoid jargon that may be unfamiliar.

D. Proposal Format:

1. Proposal documents should be double spaced, 11- or 12-point Times New Roman, with 1" margins.
2. The proposal must include sections A-F below (PURS Cover Sheet form, Abstract, Narrative, Undergraduate Mentoring Plan, and Curriculum Vitae. Section G (Appendices) is optional.
 - a. **PURS Cover Sheet form.** (serves as cover letter)
 - b. **Abstract** (one page, single spaced, does not count toward page maximum)
 - c. **Narrative** (4 pages maximum, double spaced, 1" margins, font 11- or 12-point). Use the subsection headings shown below.
 - i. **Background and Rationale:** Describe the importance and background for the project including how it will advance the area of study or scholarship. Provide

enough information so that an individual not directly involved in the area of scholarship can assess its significance.

- ii. **Project Goal(s) and Objective(s):** Goals include broader aims of the project in the context of the field. Objectives include narrowly defined, tangible experiments and/or products of the work.
 - iii. **Future Grant and Products Plan:** Include names of external agencies or funding programs to which you plan to apply using products of this work. Describe anticipated scholarly products (e.g., publications, presentations, exhibits, performances, etc.) of the work, and clearly indicate those products in which undergraduate mentees will take a leading role.
 - iv. **Study Design/Methodology:** Provide a detailed account of methods and approaches that will be used to achieve project objectives. If the project involves animal use, human subjects, or intellectual property issues, indicate how compliance with University policy will be achieved. Institutional Review Board approval not required at the time of application.
 - If your project involves the use of animals or other biosafety factors, please contact ODU's Research Compliance Coordinator.
 - If your project involves human subjects or data obtained from human subjects, please contact Olivia Trumino, Research Compliance Coordinator, at otrumino@odu.edu.
 - Please contact David Einfeldt at deinfeld@odu.edu for licensing or intellectual property questions.
 - v. **Timetable:** Provide a brief timeline with project objectives. The timeline should include a clear plan of training for and mentoring of undergraduate mentees.
- d. **Statement of Undergraduate Mentoring Plan** (3 pages): This is the most important section of the proposal. Provide a plan for a meaningful mentoring relationship, including the time commitment from faculty mentor. Indicate how undergraduate mentee(s) will be mentored throughout the project, including training activities, perceived role of the mentee(s) in achieving project objectives, and professional development. Include in the Timetable (see above) details of the mentoring plan. Undergraduate mentees are not required to have been selected at time of application, however, if a mentee has been identified at the time of proposal, you may include a short bio and description of their qualifications.

To foster early engagement in research, faculty are strongly encouraged to recruit freshman and sophomore students, who can benefit from multiple years of research involvement and mentorship. Preference will be given to projects that include well-structured plans for training and developing these students throughout their undergraduate studies.

Applicants must disclose any planned involvement of graduate students in the project and detail how their roles and interactions will differ from those of the faculty mentor. Specifically, the proposal should distinguish between the professional development and mentorship provided by the faculty mentor and the potential peer-learning or technical support interactions with graduate students, ensuring the undergraduate student's experience is faculty-led and impactful.

Faculty are encouraged to recruit undergraduate students from fields outside their own discipline, creating a cross-disciplinary research experience that enhances creative problem-solving and exposes students to new perspectives. Proposals that outline strategies for

recruiting and integrating students from various academic backgrounds will be viewed favorably.

Budget and Justification: Recipients may request up to \$10,000 for one year (May 15, 2025-May 14, 2026). Allowable expenses include faculty summer salary/fringe benefits, student pay/fringe benefits, supplies and minor equipment, and travel related to the project. All proposed expenditures must be clearly justified in this section.

It is strongly recommended that a substantial portion of the requested funds be allocated to directly support undergraduate students through pay or resources necessary for their active engagement in the project. Budgets that prioritize undergraduate student support over faculty summer salary will be given special consideration, as this aligns with the program's goal of maximizing student involvement and development.

- e. **Curriculum Vitae** (two pages, 1 in. margins): Highlight work and products relevant to this application. In addition (outside of two-page limit), please include a list of current grants, past grants, and pending applications, including agency, amount requested, and project period. If you have no current, past, or pending grant applications, please clearly state this.
- f. **Appendices.** Figures and references may be included but must not exceed 5 pages.

3. **Submission Instructions:**

- a. Submit proposals with all required documents combined in a single document in .pdf format no later than 5:00 pm on Monday, January 20, 2025, to the Director of Undergraduate Research (oayala@odu.edu).
- b. Please use the words "PURS Application" in the subject line to ensure delivery. Proposals sent under subject lines not containing these words may not be reviewed.

VII. **REVIEW AND SELECTION PROCESS**

A. **Proposal Review:**

- 1. Proposals will be reviewed for compliance with program requirements.
- 2. Proposals will be evaluated by the Undergraduate Research Advisory Committee.

B. **Proposal Review Information Criteria:**

- 1. Proposals will be ranked by the review committee according to the following criteria:
 - a. Quality of undergraduate mentorship plan, including involvement of the undergraduate mentee(s) in authentic research or creative activity, plan for professional training and development, and clear learning objectives. Does the application show the faculty mentor's commitment to the relationship with the undergraduate mentee?
 - b. Does the budget show commitment to support the undergraduate student?
 - c. Scholarly merit and originality.
 - d. Ability for the **lay person** to comprehend the proposed project based on writing of the proposal (*avoid jargon and highly technical language*).
 - e. Quality of the research/creative activity plan and methodology.
 - f. Broader impacts of the work, including impact on the investigator's research or creativity plan, potential for attracting external funding, and production of scholarly works.
- 2. All proposals are evaluated and ranked on the basis of merit.
- 3. Preference will be given to those who are not prior recipients.

VIII. AWARD ADMINISTRATION INFORMATION

- A. Notification of the Award:** Notice of PURS awards for the upcoming academic year will be made in early March.
- B. Obligations of Award Recipients:** Faculty members are expected to comply with the PURS program requirements for external grant submission and reporting to maintain eligibility for Division of Research & Economic Development intramural funding programs. Funding is contingent on the applicant's commitment to remain at ODU for the foreseeable future. The applicant and chair must notify the Division of Research & Economic Development Office of Undergraduate Research immediately if this status will be changing.
- C. Reporting Requirements:**
1. The Principal Investigator (PI) must submit a Progress Report to the Office of Undergraduate Research by May 15, 2026, and another by May 15, 2027. Progress Report forms, sent with the award notifications, will collect information on grant proposals and scholarly products related to the funded project. Reports should clearly identify products that include authorship or attribution to undergraduate mentees. The initial report will also have a section for the student(s) to complete.
 2. The awardee should notify the Office of Undergraduate Research by e-mail (ORIntramural@odu.edu) when notified of the funding outcome of any related external grant(s).
 3. Recipients are expected to acknowledge the support of the ODU Office of Undergraduate Research, Division of Research & Economic Development when publishing or presenting work associated with this award. The following statement can be used: *This work was supported by a Program for Undergraduate Research and Scholarship (PURS) grant from the Office of Undergraduate Research, Division of Research & Economic Development, Old Dominion University, Norfolk, Virginia, USA.*
 4. To promote a culture of research and scholarship, awarded faculty members are required to present their research work at workshops for undergraduate students hosted by the Office of Undergraduate Research. These presentations will provide undergraduates across disciplines with insights into research processes, challenges, and outcomes, further inspiring their academic and professional pursuits.

PURS AWARD TIMELINE

The call for proposals will be sent via email to all colleges/departments and posted in Daily Announcements. Complete RFP and Proposal Administrative Form are available on the Division of Research & Economic Development website (https://ww1.odu.edu/facultystaff/research/funding/opportunities/intramural-funding)	
January 31, 2025	Deadline for submission of proposals to Undergraduate Research
Late February – Early March 2025	Notification of successful applicants
May 15, 2025 – May 14, 2026	Award period

**ODU Office of Undergraduate Research - Division of Research & Economic Development
PROGRAM FOR UNDERGRADUATE RESEARCH AND SCHOLARSHIP (PURS)
PURS Proposal Cover Sheet Form**

Principal Investigator:			Department:		
PI Title:			Email:		
Project Title:					
Research Period Start date:			Research Period End date:		
EST. BUDGET	Total Amount Requested:	\$	Faculty Summer Salary + fringe benefits:	\$	
	Justified Expenses:	\$	Undergrad. Mentee pay + fringe benefits:	\$	
Anticipated time commitment:		Faculty		Student	
Semesters:					
Summer:					
Regulatory Compliance (Not required for application. Contact appropriate individuals with questions.)					
ANIMALS: Does this project involve the use of animals? () YES () NO					
If yes and you receive the award, contact Dr. Wayne Hynes, whynes@odu.edu .					
Date approved: _____ Protocol #: _____ Date submitted for pending application: _____					
If YES, all “key personnel” must complete appropriate CITI Animal Use & Care training					
Date completed: _____ Attach certification letters for all Key Personnel					
HUMAN SUBJECTS: Does this project involve human subjects or data obtained from human subjects?					
() YES () NO					
If yes and you receive the award, contact Olivia Trumino, otrumino@odu.edu					
Date approved: _____ Protocol #: _____ Date submitted for pending application: _____					
If YES, all “key personnel” must complete Human Subjects Training.					
Date completed: _____ Attach certification letters for all Key Personnel					
Please note this award is paid to the Project Investigator/Faculty members via the Research Foundation, and the costs of fringe benefits (including withholding taxes) are covered by the award.					

PI Signature

Date

Department Chair's Evaluation: _____

Department Name

Chair's Signature

Date