

## **CALL FOR PROPOSALS: UNDERGRADUATE RESEARCH GRANTS**

**DEADLINE FOR APPLICATIONS: MAY 25, 2015**

The Honors College sponsors the university-wide undergraduate research grant program. This program provides students with an opportunity to pursue original research, scholarship, or creative work under the mentorship of a full-time faculty member. Open to juniors and seniors with a minimum cumulative GPA of 3.25, the award provides a \$1500 stipend for one semester. The award will be made in one of two ways: 1) as payment to the student or 2) as a transfer of funds to the academic department.

An important aspect of this program is that it places the student and a faculty member in an apprentice/mentor relationship. After agreeing on a particular project, the faculty member assists the student in submitting a proposal, supervise the student's research activity, and assist in the construction of the student's final research report. This program can be used to support undergraduate honors thesis, senior, or supervised research projects (or equivalent programs in the student's major).

### **ELIGIBILITY REQUIREMENTS**

Students from all disciplines are eligible. Juniors and seniors with a minimum GPA of 3.25 are encouraged to submit a proposal; students must be enrolled for at least 12 hours during the semester in which the project is funded.

The award stipend will be \$1500 (subject to tax withholding) for one semester. The project could involve research, design, development, field study, creative work or performance. The project should require about 150 hours of the student's time (e.g., 10 hours per week) and be completed in one semester.

Ideally, the project should be initiated by the student, but faculty members may approach students about collaborative projects. If the project is related to faculty research, the project should require that the student assume increasing responsibilities over the course of the semester. The award is not intended to be a substitute for work done by a student lab assistant.

### **REVIEW OF APPLICATIONS**

A University Committee composed of a representative from each college and appointed by the Provost will review the proposals and select the projects that will be funded under this program.

## FORMAT FOR THE APPLICATION

Student proposals should be written with minimal use of jargon. (Please note: faculty members should not co-author or "co-propose." The mentor's input should be in the supporting letter and not part of the student's proposal).

Length: The project proposal should not exceed five single-spaced pages. The cover page, faculty mentor's letter of support, appendices and attachments are not included in this length restriction.

The following format should be followed:

**1. Cover Page.** The title of the project, the student's name, address, email address, phone number, and major should be centered on the page. The name, department, email address, and phone number of the faculty mentor should also be listed. The date should be centered at the bottom of the page.

**2. Project Description.** Provide a clear, exact statement of what the project is and why it is important. How will the project contribute to a particular field of study?

**3. Methodology.** Provide a description of how the research question/problem is to be investigated. What steps are involved? What sources will be used? Where relevant, please include a bibliography.

**4. Outcomes.** Provide a description of the outcomes associated with the project: a conference paper, report, journal article, exhibition, performance, or Senior Honors Thesis.

**5. Budget.** Include a short paragraph on how the project funds will be used. The student should be aware of the total cost of the project in broad terms: How much support is given by his or her department through the use of facilities? What part of the expenses will be covered by the award? How will the \$1500 award be spent? It is legitimate for the student to use the funds for personal maintenance while working on the project.

**6. Independence of the Project.** Present evidence that independent research is involved. The project should not be lab assistant work, course work for a faculty member, or simply research for a professor in which the student does much of the functionary work, e.g., compiles questionnaires or tabulates numbers. If the work involves one aspect of a larger faculty project, the faculty member should explain the student's role in her/his letter of support.

**7. Faculty Mentor's Letter of Support.** This letter should include the following: A) the mentor's view of the scope and nature of the project; B) time available for the mentor to work with the student; C) the mentor's familiarity with the student and her or his work; D) a clear statement of the mentor's involvement in the project. The mentor should help plan the project, assist the student with the proposal, and actively participate in the project's implementation.

**8. Appendices, Attachments.** If appropriate, the student should include copies of research materials such as questionnaires to be used and any other forms as appropriate. Personal resumes should not be included.

Please email electronic proposals (in .docx, .doc, .rtf, or .pdf format) to Jill E. Fox, Executive Secretary, Honors College, [jefox@odu.edu](mailto:jefox@odu.edu). Email from @odu.edu account with subject line "Undergraduate Research Grant" to assure delivery.

Questions about this or any other Undergraduate Research Program initiative can be sent to Dr. David Metzger at [dmetzger@odu.edu](mailto:dmetzger@odu.edu).

**Final Report:** A comprehensive final report, with an attached letter of endorsement by the student and the mentor, should be submitted to the Undergraduate Research Program at the end of the semester. This report should be no more than 10 pages double spaced and include no more than 3 tables or figures. These reports should follow the publication and manuscript formatting guidelines for your field.

**Reports are due the last week of classes of the award semester.**

**All final reports will be reviewed for potential publication in peer-reviewed Undergraduate Research Journals.**

**Students are encouraged to contact Dr. David Metzger ([dmetzger@odu.edu](mailto:dmetzger@odu.edu)) for further information on and assistance with publishing their work.**

An electronic copy of the final report should also be submitted by email from your @odu.edu account to Jill E. Fox, Executive Secretary, Honors College, [jefox@odu.edu](mailto:jefox@odu.edu).