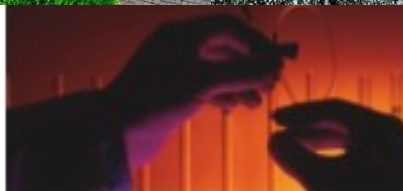


ODU OFFICE OF RESEARCH



Writing a Strong Intramural Funding Proposal



OLD DOMINION
UNIVERSITY

IDEA FUSION

Jackie Stein, Director of Research Development

April 2017

ODU 2017-2018 INTRAMURAL RESEARCH FUNDING OPPORTUNITIES



Program for Undergraduate Research and Scholarship (PURS)

Award of up to \$10,000 for one calendar year.

Provides seed funding for research/scholarly activities involving under-graduates as integral members of the creative team. The award is expected to lead to external grant applications and scholarly works such as journal publications, conference presentations, and/or artistic works by both faculty member and undergraduate mentee. Program is a partnership with the Honors College.



Summer Research Fellowship Program (SRFP)

Award of a taxable \$6,000 stipend & up to \$1,000 for expenses.

Provides seed money for research/scholarly activities, primarily for non-tenured, tenure track faculty. These awards are expected to lead to external funding applications, scholarly journal publications, manuscript publication or display of artistic work. Faculty submits proposal to the Dean; Dean reviews and submits to OR by **November 17** at 5 pm.



Faculty Proposal Preparation Program (FP3)

Funding to awardee dept. up to \$4,000 to help fund a course release.

Provides academic colleges with funding towards the cost of a course release for faculty members who will develop and submit high-quality, competitive proposals to external funding during either the Fall or Spring semester. Each dean may nominate up to two tenure-track or tenured faculty members for the FP3 program per semester.



Junior Faculty Research Mentoring Program (JFRMP)

\$3,000 to mentee's dept. to support a course release; \$3,000 budget transfer to mentor's dept. to support research efforts.

Supports ODU faculty-to-faculty mentoring, pairing a senior faculty member who has with a strong track record of extramural funding with 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.

Dates and funding amounts listed above are subject to change.



Program for Undergraduate Research and Scholarship (PURS)

GOAL:

The Old Dominion University Honors College Undergraduate Research Program, in partnership with the ODU Office of Research, is offering a number of grants to support one-year pilot projects in research and other scholarly activities. The primary objective is to provide undergraduate students with a year of authentic research and scholarship experiences under the mentorship of ODU faculty researchers.





GOAL:

Summer Research Fellowship Program

To foster the research capabilities of

- 1) new, inexperienced investigators, *and*
- 2) more experienced investigators who are undertaking research in significantly new areas,

for exploratory studies that have not yet received external funding.





Faculty Proposal Preparation Program

GOAL:

The goal of the FP³ program is to release faculty members from their teaching commitments by one course so that high quality, competitive proposals can be developed for submission to extramural agencies.





Junior Faculty Research Mentoring Program

GOAL:

The goal of the program is to support ODU faculty-to-faculty mentoring by pairing an experienced faculty member who has a track record of extramural funding with a junior tenure-track faculty member who wants to be mentored and sets a goal of submitting a competitive funding proposal at the end of the mentoring period.



Considerations for Successful Collaborations

- What is the overall vision for the collaboration?
- What is expected of each collaborator?
- Who is responsible for managing data?
- How will issues of credit and authorship be handled? Presentations? Intellectual property?
- How will collaborators communicate with each other?
- What will happen if a team member goes to another institution?
- How will conflicts be resolved?



 ***Address any issues now: if your project is funded, you may be working together for a while...***



Read through the Request for Proposals (RFP) carefully.

It tells you:



Yes, there is one...

- The purpose of the funding program
- Eligibility
- Amount of Award
- Obligations of Recipients
- How to Submit your Proposal
- The Format for the Proposal
- Section Titles for the Narrative
- Budget information
- Review and Award Criteria
- Deadlines

Want funding?

Follow the RFP
Guidelines

Calculate your project budget



Figure out your budget **first** – the amount of funding you need will determine whether a grant is a good fit.

Really think about the budget, and **don't pad it** – reviewers may question your *entire* proposal if they think the budget is not accurate.

Get quotes and **ask for what you need** to accomplish the project.

Under-budgeting is a bad idea. Reviewers have a good idea of what a project should cost, and you may look unqualified to carry out the project if you haven't asked for sufficient funding.



Provide a clear explanation and rationale for expenses in the Budget Justification.

Include specific information to justify any unusual costs.

Getting Started...

Take the time to think through all the details before you begin writing. Talk about it with colleagues.

After you review the RFP, consider the fit of your project with the *purpose* and *scope* of the funding; if the fit isn't good, your project probably won't be funded.

Next consider the stage of your research... Is this the right time to apply for intramural funding? Do you actually *need* seed funding?

If your project could be funded through an external grant, *it isn't appropriate for intramural funding*. Request the support of an OR Grant Development Specialist to apply for external funding!



Identify external funding

Intramural funding proposals *must* include specific information on your plans to apply for external funding. Begin by searching **GrantForward**, ODU's funding search engine.

Do some research on funding agencies and find those that align with your work and your research path.

Talk with colleagues and mentors about their experiences with getting funded for research in your discipline.

Don't just find a grant opportunity online and decide it sounds like a good match...

Contact the funding agency and *speak with a program officer* – that indicates you have really investigated whether a funding program is a good fit for your research.



Writing the Narrative

Develop an outline for writing the Narrative using the “Section” headings provided in the “Proposal Format” section of the RFP. (*The headings vary for some funding programs.*)

Section headings are important; they are like signposts for readers – they should guide the reviewer through your proposal.

Keep the **review criteria** in mind as you write, and pay attention to details!

Provide **all** the information requested in the RFP! Reviewers will be looking for it...

Write the Abstract **AFTER** you write the Narrative.



Communicate clearly



Tell the reviewer *why* what you propose to is important in your field (significance). *It may not be obvious to someone from another discipline.*

Avoid jargon to make easy for reviewers to *understand* what you're talking about – if they struggle to get through it, you may not be funded.

Include enough *detail* for the reviewer to understand exactly what you plan to do. Anticipate objections and answer them – this shows you have thought through the project!



Final Steps

PROOFREAD!

Ask colleagues and mentors to read your proposal and give you feedback.

Have someone outside your discipline read the proposal to make sure it's “readable” and jargon-free.



Do not rush – and do not submit a
and do not submit a subpar
proposal. It will be reviewed by
your peers, and some of them
have *very long memories...*

Summer Research Fellowship Application Guidelines

Innovate Locally | Transform Globally

Office of Research Summer Research Fellowship 2017 Application Guidelines

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. 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.

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, 2018. Post-award travel funds cannot be used for conferences, workshops or presentations.



Summer Research Fellowship Application Guidelines

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 2017. 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 25, 2017 and for 2 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, 2018.
- 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_SRF_2017).*
- *Faculty submits to the Dean by Friday, October 28, 2016:*
 - E-mail with attached Adobe PDF (Administrative Form & Proposal)
- *The Dean submits to the Office of Research by Friday, November 18, 2016, 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 4 hard copies. 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.**

Summer Research Fellowship Application Guidelines

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 should be written so those in 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*)

III. **NARRATIVE** (*five pages maximum, double spaced, one inch margins, font size 11 or 12 point*)

- 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 hypothesi/(e)s. 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.

NARRATIVE (five pages maximum, double spaced, one inch margins, font size 11 or 12 point)

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 Goals(broad, general, abstract) and Objectives

- *Goals should be broad, general, abstract, and objectives should be 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 hypothesi(e)s.*
- *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.*
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- *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.*
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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.*
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Make a Writing Outline from the Application Guidelines

Summer Research Fellowship Application Guidelines

IV. CURRICULUM VITAE *(one page, 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)*

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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 SRF award will enhance the career of the applicant.

| | |
|----------------------------------|--|
| August 2016 | 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 . |
| Friday, October 28, 2016 | Deadline for submission of proposals to Dean. |
| Friday, November 18, 2016 | College Deans submit all proposals to the Office of Research which forwards them to Committee D for review, complete with all college written recommendations. |
| January 2017 | Committee D recommendations submitted to the Office of Research. |
| February 2017 | Announcement of awards. |

Allow enough time



Finish well ***AHEAD*** of the deadline.

When you think you're finished, **re-read the RFP** to make sure you included everything.

If you're applying for a program that requires signatures or recommendations from your Dean/Chair, make sure to give them the proposal on time.

Grant writing is a skill – and like any skill, it requires practice and experience.



Applying for intramural funding is a great way to begin...

Questions?



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