

3. Methodology

Provide a description of the research question or problem that will be investigated. Explain what methods will be used to approach this question or problem. Detail how the student will explore the answers to this question or the solutions to this problem. If applicable, include plans for the protection of human or animal participants and the environment. (NOTE: Relevant IRB procedures must be followed and approvals received as a condition of funding transfer if the student is given the award).

4. Goals and Objectives

Provide an explanation of the anticipated goals and objectives associated with this project. Goals are broad contributions to a field of study or knowledge base. Objectives are specific and tangible (i.e., a conference paper, report, journal article, exhibition, performance, graduate thesis, workshop).

5. Budget

Explain how project funds will be used, how will the award be spent? Provide justification if the funds will be used as a stipend while working on the project.

6. Mentorship and Eligibility Statement

Discuss the working relationship between the faculty member and the graduate student. Explain why this faculty member is an appropriate mentor for this project. Present evidence that this project consists of independent research and scholarship (i.e., *not* lab assistant work, course work, or simple technical tasks undertaken on behalf of the mentoring professor). Additionally, the applicant should provide a description of prior work they have undertaken that is relevant to the proposed project.

7. References, Appendices, and Other Attachments (not part of the 5-page limit)

If appropriate, include additional materials relevant to the project. These may include questionnaires, sample interview questions, a recruitment poster, and/or a reference page or bibliography.

Submission of Applications

The student should send the proposal as a single attachment to Dr. Bryan Porter, Associate Dean of the Graduate School, bporter@odu.edu. The proposal should be sent by March 8, 2019 by 5:00 p.m. to be considered on-time. Email proposals from your student ODU account with subject line: "[last name] – Graduate Summer Award Program."

Note: Applications received after 5:00 p.m. on March 8, 2019, or those that are incomplete by the deadline, will not be considered. To be complete, the student application and the faculty letter of support must be received by the deadline (each document is sent via two different emails; see below). Applications that have a font other than Times New Roman 12 pt. font, exceed the 5-page limit, or use margins smaller than 1" on all sides will also not be considered.

Faculty Letter of Support

The faculty member chosen to provide a letter of support should send the letter directly to Dr. Bryan Porter, Associate Dean of the Graduate School, bporter@odu.edu. The letter should be sent by the application's deadline (March 8, 2019 by 5:00 p.m.) to be considered on-time.

Include the graduate student's last name in the subject line. As mentioned earlier, the letter should include the faculty member's assessment of the project, his or her knowledge of the graduate student's prior academic work, and the details of the working relationship envisioned during the tenure of the award. If the graduate student proposal is linked to a larger faculty project, the mentor should provide a *clear* explanation of the student's role in that project and how the work to be funded by the Graduate School and Office of Research is *clearly and wholly* under the control and direction of the student.

Review of Applications

A University review panel composed of representatives from each college will be appointed by the Dean of the Graduate School to review proposals. This committee will select the projects that will be funded under this program. All proposals are evaluated on the basis of merit and how clearly the student explains and justifies the project to a general, educated audience.

Notification to Award Recipients

The recipients of the Graduate Summer Awards will be notified by April 5, 2019. Award distribution will occur in May, 2019.

Additional Requirements

Within one month after the conclusion of the funded period (e.g., approximately mid to late September, 2019), student awardees are expected to submit a final report to the Graduate School. This report should be up to five pages in length, and should clearly document the actual methods conducted, results obtained, and objective achieved via the use of the funds. Long-term expected outcomes (e.g., article submission, conference presentation) should be outlined.

The final report should have a cover page, as defined under the application process, and references/appendices not counted toward the 5-page limit for project outcomes. Other relevant deliverables (e.g., a copy of a submitted article if completed in the award period) should be included; these, too, are not counted toward the 5-page limit.

Completed final reports should be sent electronically to Dr. Bryan Porter at bporter@odu.edu.

Recipients are expected to acknowledge the support of the Graduate School and Office of Research's Graduate Summer Award Program in any publications or products generated as a result of this award. The following statement or similar may be used: "This research was supported by a Graduate Summer Award Program from the Graduate School and Office of Research at Old Dominion University, Norfolk, Virginia, USA."