

## 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

C. Mentee Expectations:

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

2.



- 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).

- 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





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