



proposals are submitted first to the faculty member's chair and dean who endorse the FP3 request in Letters of Support. Applicants should allow sufficient time for the chairs and deans to review the proposal and provide strong supporting letters.

**B. Cover Sheet:** The FP3 Cover Sheet provided online should be downloaded and completed. Please ensure that all required signatures are present.

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

**D. Narrative Format:**

1. The proposal should be double spaced, in Times New Roman 11-point font, with 1 inch margins.
2. Proposal Narrative plan (not to exceed 5 pages) including:
  - a) Identify the target agency/program and the rationale for this choice. The faculty member 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.
  - b) 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 FP3 submission is highly encouraged and will be viewed favorably.
  - c) Identify one internal and one external reviewer who will provide proposal feedback prior to submission. A Grant Development Specialist should not be counted as an internal reviewer.
  - d) Describe how the grant, if funded, will support the faculty member's career goals.
  - e) Provide a plan for resubmission should funding not be awarded in the targeted cycle.
  - f) Provide a plan with approximate dates for the two required meetings with the Grant Development Specialist.

**E. Supplementary Documents:**

1. **Letter of support from the dean:** The dean's letter should identify resources that will be made available within the college to ensure success in proposal production.
2. **Letter of introduction and support from the department chair:** The chair's letter should include total teaching load and the proposed arrangement for covering the released course.
3. **Current C.V. for the faculty member** (not to exceed 2 pages).
  - a) The applicant's C.V. should highlight previous work and publications relevant to this application.
  - b) In addition, please include a list of current grants and pending

**VII. REVIEW AND SELECTION PROCESS**

**A. Proposal Review:**

## ***2024-25 Cover Sheet***

This fillable form is completed by the faculty applicant, who submits it, along with the proposal narrative plan, C.V., and appendices to the chair and dean.

The completed FP3 proposal must be submitted by the dean's office as a single Adobe PDF document that includes this cover sheet, the dean's letter, chair's letter, proposal narrative plan, applicant's C.V., and appendices (if any) in that order. Name the document with the faculty member's last name, name of program, semester and year for FP3 grant period, e.g. *LastName\_FP3\_Spring2025* and submit via email to [ORIntramural@odu.edu](mailto:ORIntramural@odu.edu) by 5:00 p.m. on February 26, 2024.

See program guidelines for