

**D. Additional Eligibility Requirements:**

1. The FP3 awards *may not be used* to fund research for which an applicant already is or will be receiving funding support.
- 2.

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 tha

**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