

Suggestions for a Strong Summer Research Proposal

Due to the limited amount of funding available for Loyola Summer Research Grants, the Research and Sabbatical Committee often is unable to recommend all meritorious proposals for funding. Therefore, the Committee offers the following suggestions, which may help applicants to strengthen proposals that they plan to submit to the Committee for review.

The Research and Sabbatical Committee suggests that applicants:

1. Read the guidelines thoroughly and adhere to them.
2. Explain why the proposed research is important to the applicant's field.
3. Remember that proposals are reviewed by faculty members from diverse departments. Therefore, applicants should eliminate unnecessary technical language and explain essential unfamiliar terms.
4. Clearly explain the methodology to be used and what data will be examined, especially when quantitative research is being conducted. When access to data sets is essential to the completion of a project, applicants also should indicate whether access to the data has been secured.
5. Explain what will be done during the grant period. If the project is a part of a larger whole, applicants should indicate how these tasks "fit" into the overall research plan.
6. Indicate how the research will be disseminated (e.g., chapter in a book that is currently under contract, article to be submitted to the Journal of X, proposal presentation at the American Society of X).
7. Consider including evaluations of their work that are cited in their proposal (e.g. if the proposal states that an editor has agreed to publish a work, a confirming letter from the editor would be helpful to include.).
8. Be sure that their name does not appear in the proposal, bibliography, footnotes, etc. Applicants may refer to their work without citing it in a way that identifies them, (e.g., in my 1998 article published in the Journal of X). The online submission form will not be circulated to committee members.
9. Mention briefly the outcome of previous summer research grants and sabbaticals, if any. This will help establish your ability to bring your project to a successful conclusion.
10. Proofread for spelling and grammatical errors.
11. Adhere to the 1500 word limit for the Project Description.
12. Circulate the proposal to several colleagues for comment before submitting it to the committee for review.