The Kolvenbach Summer Research Grant Program
Graduate Student, Faculty, Administrator, and Staff Guidelines

Summary

The Kolvenbach Summer Research Grant Program invites proposals from students, faculty, administrators, and staff to conduct summer research projects that are consistent with the faith and justice goals enunciated by Rev. Peter-Hans Kolvenbach in his 2000 speech "The Service of Faith and the Promotion of Justice in Jesuit Higher Education."[1] The program honors Loyola's existing research strengths, celebrates our connections to the City of Baltimore, and galvanizes Loyola's commitment to faith and justice work that serves the needs of the Baltimore community.

The Summer Research Grant program is open to undergraduate and graduate students, faculty, administrators, and staff. Each year up to five grants of $3,500 each will be awarded for research projects that address the needs of a community agency or organization located in the City of Baltimore. Research projects must be developed in consultation with the community agency so as to ensure that the work is responsive to the needs of the organization. Applicants must identify a member of the community agency who will serve as a resource and the agency contact person during the research project. [2] Projects also must be designed so as to be completed during the summer months.

Grants will be reviewed by the Kolvenbach Committee based upon the evaluation criteria. Grant proposals are due the first Friday of the spring semester. Applicants will be informed of their grant status in early April.

Background

Father-General Peter-Hans Kolvenbach, S.J.'s address titled "The Service of Faith and the Promotion of Justice in Jesuit Higher Education" was the culmination of the conference "Justice in Jesuit Higher Education." The Loyola delegation to that conference joined the other 27 Jesuit colleges and universities in signing a pledge to bring to Loyola's campus the commitment to justice that Father Kolvenbach fostered. These research grants were specifically developed in response to Father Kolvenbach's call to action to all Jesuit colleges and universities.

The Kolvenbach Summer Research Grants combine theory and practice, joining intellectual concepts and direct contact with communities. The grants seek to join the Loyola community with the Baltimore community through faith and service. We seek to support the inter-relationship of Loyola to Baltimore by making research possible in the following areas:

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[1] Please see Father Kolvenbach's entire talk at: http://www.loyola.edu/Justice/commitment/kolvenbach.html

[2] The Center for Community Service and Justice is available as a resource to prospective applicants who may require assistance in identifying an issue or community partner. Contact Missy Gugerty, SSND at 410 617-2489 or cgugerty@loyola.edu.

1. Father Kolvenbach calls us to "**the service of faith and the promotion of justice**" or, in shorthand, "the faith that does justice."

2. Father Kolvenbach calls our schools "to educate the whole person of solidarity for the real world" or, in shorthand, "**solidarity.**"

3. We are invited to "the preferential option for the poor," or, to "**serve and accompany people who are materially poor.**"

4. We are urged to **seek involvement with diverse peoples**, including the "diversity" of race, gender, and cultural and socio-economic realities.

The Committee will evaluate the proposal based on the following criteria:

1. The quality of the proposal, including the general conception, its organization, and the clarity of the description of the project.

2. The significance of the proposed project to the community agency's work as described in the proposal and the letter from the community agency and the significance of the project to the overall goals of the Kolvenbach Program.

3. The applicant's ability, qualifications as reflected in the letter of support, and the likelihood that the project can be completed over the summer.

4. The application of one or more of the four values emphasized in Father Kolvenbach's talk to a Loyola-Baltimore situation disturbed by inequity or injustice.

5. The clear articulation of rigorous research methods appropriate to the applicant's discipline and community organization.

6. The likelihood that the project will result in a high quality final product appropriate to the applicant's discipline (e.g., journal article, conference presentation, video documentation)..

Application Instructions

Applications are due the first Friday of the spring semester. Applications should be submitted via the ORSP website[3] according to the following format.

1. Required Information: Complete fields indicating the applicant's name and department (for graduate students, their field of study), title of project, name, address , and phone number of the community agency, name of the primary community agency contact person for the project, and the name of the Loyola referee who is providing a letter of recommendation. For graduate students, this should be the faculty member who will serve as the mentor for the project.

[3] www.loyola.edu/kolvenbach

2. A typed, double-spaced proposal of no more than 1,500 words (include word count) that includes the title of the project and describes its objectives and methodology, and its significance to faith and justice work in Baltimore and at Loyola.

3. For students and faculty, a bibliography of primary and secondary sources already consulted and of those the researcher plans to consult. For administrators and staff, a list of readings and/or community leaders the award recipient plans to consult.

In addition a complete application must include two letters of recommendation, one from the community agency and one from a Loyola referee (for students—a faculty mentor, for faculty – their department chair or other appropriate referee, and for administrators and staff – an appropriate referee). The letter of recommendation should assess the quality of the proposal, the applicant's preparedness to undertake the project, and the significance of the project to the community. Letters of recommendation should be emailed to the Office of Research and Sponsored Programs (ORSP).[4]

Requirements of Grant Recipients

Applicants will be notified of the status of their application in early April.

Students only are required to submit, via email, an interim report to the Chair of the Kolvenbach Committee with a copy to the ORSP. The interim report is due no later than the second Friday in July.

All grant recipients are required to submit a comprehensive final report on their project. For the final report to be deemed complete they also must submit a one-page reflection on the experience and a one page letter from the community mentor evaluating the work completed and its pertinence to their organization. Students also must submit a one page letter from the Loyola faculty mentor evaluating the research project. The final report is due, via email, to the Chair of the Kolvenbach Committee, with a copy the ORSP by the second Friday in September.

Additionally, grant recipients are expected to share their research with the university and Baltimore communities during the fall semester in a format recommended by the Kolvenbach Committee. A member of the community agency will be invited to the session and will be given the opportunity to engage in a discussion about the project from the agency's perspective.

Grant recipients will receive a $3,500 taxable stipend[5]. Students will receive the stipend in three payments. Student payments will be authorized at the start of the grant period ($1,000), after the interim report is approved ($1,000), and the final payment after the final report is approved ($1,500). Other grantees will receive the stipend in two payments, the first ($2,000) at the start of the grant period and the final payment after the final report is approved. Grantees should

[4] Please send to the attention of Julie Ryder, Assistant Director of Research and Sponsored Programs at orsp.loyola.edu.
[5] Applicants in a non-immigrant visa status should contact International Students services at ext. 5245 with questions regarding eligibility.

expect to receive payments roughly one month[6] after they have been authorized. Once the project has been successfully completed, the community agency and faculty mentor will receive a stipend for their participation.

Requirements of Kolvenbach Mentors

The Kolvenbach mentor will be responsible for helping the student a) develop their research plan, b) articulate how the research plan will be executed, and c) learn the research methods appropriate to the student's discipline. Mentors and awardees should meet regularly during the course of the Kolvenbach project, where "regularly" is defined by the student and mentor and informed by agency needs. The mentor will be compensated for his or her contribution in the amount of $500.

[6] Payments will be processed according to Loyola's payroll schedules which can view viewed at: https://inside.loyola.edu/financialservices/payroll/schedules/schedules.html