



LOYOLA UNIVERSITY MARYLAND

— 1852 —

Summer Research Grant Program Research and Sabbatical Committee

GUIDELINES FOR SUBMITTING SUMMER RESEARCH PROPOSALS

INTRODUCTION

Scholarship is one of the fundamental activities that academicians undertake. As part of our charge to facilitate scholarship at Loyola, the Research and Sabbatical Committee invites the submission of proposals for Summer Research Grants. This is a competitive program in which proposals are evaluated by the Committee and only a number of those highly ranked can be funded.

The Research and Sabbatical Committee consists of faculty members representing each of the five curricular areas of the University. One should not assume that members of the Committee will have specialized technical knowledge in the applicant's particular discipline. Therefore, proposals are evaluated based on their clarity and cogency as presented in a sophisticated but not highly technical fashion. In other words, we are imposing on the specialist the task of making his or her work intelligible and interesting to a broad group of scholars. Jargon should be kept to a minimum, and unavoidable technical language should be explained. Proposals that are overly technical generally have not been recommended by the Committee.

TYPES OF FUNDABLE RESEARCH

For our purposes, research is defined broadly as any scholarly or creative endeavor. Summer research grants are intended to fund small endeavors, or small components of a larger endeavor, that can be completed over the summer.

Some examples of fundable projects might be:

1. a project that can be completed from beginning to end over the summer;
2. preliminary work that will lead to a completed plan of research, such as doing a pilot survey;
3. the implementation of some specific part of a longer-range research plan;
4. preparation of a proposal to an external granting agency (governmental, corporate, or foundational) in partnership with appropriate grant personnel;
5. the analysis and/or write-up of findings of an experiment, writing a book chapter, etc.;
6. a specific project for a creative work, such as writing a piece of fiction or a musical composition.
7. for Mid-Career Summer Grants, preparation for the exploration of a new research focus and/or the reinvigoration of one's scholarly agenda.

This list is intended to be suggestive, not exhaustive. The Committee is interested in supporting projects that enable faculty members to make substantive scholarly accomplishments in their fields. Interdisciplinary projects may also be submitted for review. The committee does not consider projects that are not planned for publication or other modes of contribution (e.g. exhibition, performance) to a field. The program does not support proposals focused on teaching, including the development or redesign of courses.

CONDITIONS OF ELIGIBILITY

1. Eligibility is limited to tenured and tenure-track faculty members.
2. If more than one person is involved in the research, eligibility is tied to the principal investigator and remuneration is provided to her/him to distribute as (s)he sees fit.
3. Faculty members are eligible to receive funding for two out of three consecutive years.
4. The applicant has submitted final reports for all past summer research and sabbatical grants received through this Committee.
5. Applications submitted after the deadline are ineligible.

If an applicant/application does not meet the eligibility criteria, the application will not be forwarded to the committee for review.

NOTE REGARDING LIMITATION ON SUMMER FUNDED ACTIVITIES

Faculty members should be aware that the two-course limit on summer teaching impacts the Summer Research Grant Program such that they may not teach two courses and receive a Summer Research Grant. Should a faculty member apply for a Summer Research Grant and also sign up to teach two summer courses, at the time the award is offered they will need to decline to teach one of the courses or the grant award.

HOW TO APPLY

General guidelines, the format for the proposal, and evaluation criteria for proposals are included here. Proposals are due no later than 5:00 p.m. on the first Friday of the spring semester and must be submitted electronically through the Office of Research and Sponsored Programs' website.

FORMAT OF THE SUMMER RESEARCH PROPOSAL

A detailed explanation of the project is required, succinct but thorough, not exceeding 1500 words (roughly 5-6 double-spaced typewritten pages). Anything beyond 1500 words will not be read. Remember that the Research and Sabbatical Committee is comprised of members of the five curricular areas of the University; therefore, you should write your proposal in clear language requiring no prior background. **CLARITY COUNTS**. Proposals **must be double-spaced** using the following format (see Evaluation Criteria):

- I. Title of Proposed Project
- II. Abstract (200 word limit): Include a word count
- III. Description (1500 word limit): Include a word count.

1. Objective of Proposed Work
 2. Significance of Proposed Work
 3. Plan to Accomplish Proposed Work
 4. Broader Context of Proposed Work
 5. Likelihood of Success
- IV. Mid-career discussion (if applicable, 200 word limit)
- V. Cited References (No page limit)

EVALUATION CRITERIA

In reviewing the proposed activity, the Research and Sabbatical Committee will keep in mind that awards are to be made consonant with a philosophy of supporting the development of research and creative endeavors on the Loyola campus. The six criteria described below will be used by the committee to evaluate proposals. Each of the first four criteria will be evaluated using the following scale: Without merit, fair, good, very good, excellent. Criterion 5 and criterion 6 have their own evaluation scales (see below). The weight for each criterion is listed at the end of the descriptions below.

0	1	2	3	4	5	6	7	8	9	10
Without Merit			Fair		Good		Very Good		Excellent	

1. *Objective of Proposed Work*: The proposal presents a clear description of the objectives associated with the proposed study/research/work. What is the goal of the project? Any appropriately needed background or context to understand the objectives should be supplied here. (10 points)
2. *Significance of Proposed Work*: The proposal addresses the importance of this proposed study/research/work. This section should include, minimally, a discussion commenting on the intellectual significance of the proposed project to the field. This discussion should incorporate a review of the relevant literature if applicable (or perhaps refer to literature reviewed in the previous section). Other criteria of "importance" valued by the committee are: practical and social importance as well as importance to basic research in the discipline, and importance to the community at large, to the academic reputation of Loyola University Maryland, or to the teaching of students at Loyola. (N.B. The committee does not expect every proposal to meet all of these criteria, but they should be included when relevant). (10 points)
3. *Plan to Accomplish Proposed Work*: The proposal presents a clear description of how the objectives will be accomplished. This section will vary widely from one proposal to another depending on the type of project proposed (doing a scientific experiment, writing a piece of fiction, developing a survey instrument, writing up a completed piece of scholarly work for publication, and so on). No matter what kind of work is being proposed, however, there should be a well-thought-out and clearly articulated plan. Methodological aspects, research design, human subjects review, techniques employed, etc. should be included as appropriate.

Applicants should discuss why this grant is critical to the research project. For example, is it securing time? Is it being used to purchase supplies, travel to archives, etc.? Applicants also

should include **an explicit** timetable for carrying out the various aspects of the project.

Applicants who are applying for a summer research grant for a project that will also be funded through a sabbatical leave should clearly articulate the specific work to be accomplished during the summer research grant period. For example, the sabbatical project may have proposed writing chapters 3-5 of a book. The summer research grant might propose writing chapter 1 or completing additional background research which was not planned as an activity for the sabbatical period. The burden for the applicant is to clearly delineate the specific activities for the summer research grant in a way that convinces the reviewers that they have not already been funded through the sabbatical award..
(10 points)

4. *Broader Context of Proposed Work:* The applicant should demonstrate how this project fits into an overall long-range scholarly agenda of the applicant. For example, is this project the start of a new line of research, the culmination of many years' work, or a small independent stand-alone project? What new scholarly interests might this project open up, if any? If this summer project is part of a larger project being undertaken in conjunction with a sabbatical leave, the proposal should clearly state how these pieces of work are related to, and different from, each other. Moreover, special care should be taken to justify repeat funding requests. The application should indicate where the work will be presented and/or/published. Applications should discuss any funding that has supported this line of investigation (or may support it in the future), how this project differs from previous work supported by the committee, and the specific plans for publication (or other dissemination) of the project's results. In particular, any Loyola summer research grants to the applicant during the previous five years must be listed along with the results from the funded projects. An effective proposal will, in this section, tie all of this information into a coherent contextualization of the proposed project within a larger framework.
(10 points)
5. *Likelihood of Success.* The applicant should present an argument that supports the likelihood that the eventual end point of the larger project (of which the proposed project may be part of) will lead to a publication, exhibition, or performance. For the Midcareer Summer Grant, the endpoint may be a plan to support career advancement. (5 points with 1 very low likelihood of success, 2 moderate likelihood of success, 3 good likelihood of success, 4 very good likelihood of success, 5 excellent likelihood of success)
6. *Adherence to Guidelines:* (5 points with 1 complete failure to follow guidelines, 2 only some guidelines were followed, 3 most guidelines were followed, 4 almost all guidelines were followed, 5 all guidelines followed)

Using the above criteria, the Committee will evaluate all proposals. Ordinarily all proposals will be reviewed by each member of the Committee. However, in the event that the Committee receives more than 60 proposals, the Committee may assign a minimum of 3 members to read each proposal. In such cases, all proposals will be reviewed by the same number of committee members. Moreover, one reviewer would be from the applicant's curricular area. The other reviewers would be selected randomly.

The Committee's recommendations will be provided to the Deans and the Academic Vice President. Applicants are notified by the Vice President for Academic Affairs as to the outcome of their applications. Ordinarily this occurs by March 25.

MID-CAREER DISCUSSION

Mid-Career Summer Grant applications are designed to assist faculty whose research progress may have been affected due to service and/or administrative work. Therefore these grants should demonstrate preparation for the exploration of a new research focus and/or the reinvigoration of one's scholarly agenda. Some of this context is provided by the "Broader Context of Work" section above. However, for those eligible and applying for the Mid-Career Summer Grants, the Committee would like the applicant to provide some context regarding why their application fits the criteria. The discussion should be limited to 200 words and maintain the anonymity of the applicant.

GENERAL GUIDELINES

1. Because the Committee uses a blind review process, proposals are to be devoid of the applicant's name and any potential identifying information. See Guideline 4 for treatment of referencing one's own work.
2. Each faculty member may submit only one proposal each year.
3. The proposal is to be submitted electronically in Microsoft Word or PDF format through the Office of Research and Sponsored Programs' website.
4. Sections I through III of the proposal (see format guidelines) must be double-spaced and submitted in Microsoft Word or PDF format. The Abstract is limited to 200 words and the Project Description is limited to 1500 words. A word count must be provided at the beginning of both of these sections. Section IV, Cited References (if applicable), has no page limit. Applicants are reminded that if they refer to their own work in the references, their names should be omitted.
5. A brief report (one typed page, maximum) on the results of the project, including any publications or other output that have resulted, should be submitted to the Office of Research and Sponsored Programs via the webpage:

www.loyola.edu/departments/orsp/institutionalfunding/summerresearch

by the following December 1st. If an applicant's reports are not up-to-date, the applicant's proposal will not be forwarded to the committee for review. Recognizing that publication often will not occur immediately following the grant period, grant recipients are encouraged to forward information on presentations/publications that resulted from a summer grant to the ORSP subsequently. The title of the summer grant proposal and the year it was received along with the complete citation should be submitted.