



The Kolvenbach Research Grant Program Guidelines **Open to Loyola Students, Faculty, Staff, and Administrators**

Summary

The Kolvenbach Research Grant Program invites proposals from students, faculty, administrators, and staff to conduct 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 research strengths and galvanizes Loyola's commitment to faith and justice work that supports people at the margins of society, in the greater Baltimore community.

Grants will be awarded to faculty, staff, administrators, and students for research projects that also address the goals of a local community agency or organization. Work may be conducted during the academic year or summer.

Students may be involved in two ways: 1) they may work in conjunction with a faculty member where the faculty member is the lead primary investigator and submits the proposal as such. The Committee on Engaged Scholarship encourages this option for undergraduate students; 2) students also may apply to complete an independent research project under the mentorship of a faculty member. It is expected that most student-directed independent research projects will be conducted during the summer. All projects should be community-engaged research; Kolvenbach Research Grants are not intended to support internships.

Grant proposals are due in the early to midpoint of the spring semester. The Committee on Engaged Scholarship evaluates the proposals and selects the awardees. Ordinarily, applicants will be informed of the outcome of their proposal within one month of the deadline. Kolvenbach grants will support projects that take place during the summer months or following academic year depending upon the applicant's timeline. Project reports are due May 15th of the following year.

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.

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

¹ Please see Father Kolvenbach's entire talk at: <https://www.scu.edu/ic/programs/ignatian-worldview/kolvenbach/>

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.
5. We are reminded that "**every discipline, beyond its necessary specialization, must engage with human society, human life, and the environment** in appropriate ways, cultivating moral concern about how people live.

Program Details

Projects must be developed in consultation with a Baltimore area community organization or agency² so as to ensure that the proposed project will further the organization's needs or mission. (This is in contrast to projects that conduct research on an organization or simply use the organization's clients as a subject pool.) This must be demonstrated by a letter of intent from the partnering organization indicating the value of the project to the organization. Loyola has a particular commitment to Baltimore, therefore, preference will be given to projects that involve a Baltimore organization or agency or serve the needs of Baltimore residents. However, the Committee will accept proposals for projects with organizations located outside of Baltimore City, including outside of Maryland and the U.S. Applicants must identify a member of the community agency, who will serve as a resource and the agency contact person during the research project.

The Kolvenbach Program is open to all disciplines and methodological perspectives. However, it is critical that the applicant clearly articulates a link between the work to be performed, the goals of the organization/agency and social justice as described by Fr. Kolvenbach.

For those that do not already have a partner in mind, The Center for Community Service and Justice can help to facilitate a partnership for the Kolvenbach program. Typically, this would require meeting with either the Faculty Director of Community-Engaged Learning and Scholarship or the Program Specialist for Community-Engaged Learning and Scholarship and then meeting with the potential partner to discuss the agency's authentic needs, the applicant's research needs, and the ways the proposed research project would meet those needs.

² A community organization or agency includes non-profit organizations having a 501(c)3 status (or comparable status). Additionally, certain government agencies qualify as partners (e.g. Baltimore City Schools)

Occasionally, a faculty member may be interested in conducting research on a topic that is not yet widely served by a community organization. In such cases, documentation in the literature of the need for research and/or services on the topic and via a letter from a relevant organization may be sufficient to confirm eligibility. Contact the Faculty Director of Community-Engaged Learning for questions or further guidance.

For projects involving “human subjects,” they must be approved by our [Institutional Review Board \(IRB\) process](#) prior to data collection.

In summary, the Committee accepts applications for three types of projects:

1. Faculty/Employee-Directed Projects
2. Student Involvement in Faculty-Directed Projects. These applications seek support for faculty research projects that would benefit from student participation. It is expected that the project would benefit all parties. The organization would benefit from the research to be conducted; the faculty member’s research would proceed more rapidly with the assistance of the student. The student would benefit from close mentoring in the conduct of the project. These applications will be submitted by a faculty member.
3. Student-Directed Projects. Students may propose an independent research project. For example, the Kolvenbach Program has supported thesis and dissertation research. Applications for student-directed projects must name a faculty mentor and community organization contact.

Sample projects might include:

1. A faculty member proposes to research the efficacy of a new national training model that has been implemented in four sites, including one social service agency located in Baltimore. The research will compare outcomes in two of the four programs. Because of the extensive data collection, the faculty member requests support for an undergraduate student. Research will be presented at national conferences and submitted to relevant publications.
2. A local environmental organization wishes to develop programming that targets marginalized youth, a group that they have had problems reaching. A student is interested in researching programming conducted by similar organizations to determine which models have been most successful in reaching that target population. The research output will be a report that will also be presented to the community organization.

Evaluation

The Committee on Engaged Scholarship 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. (10 points)

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. (10 points)
3. The applicant's ability and qualifications as reflected in the application and as demonstrated in the applicant's curriculum vitae/resume (for faculty, staff, and administrators) or in the mentor's letter (for students). Graduate students may also wish to attach a CV. (5 points)
4. The articulation of the connection between the project and one or more of the values emphasized in [Father Kolvenbach's talk](#). (5 points)
5. The clear articulation of rigorous research methods appropriate to the applicant's discipline and status (i.e. faculty, staff, or student) and with consideration provided for the work with the community organization. (5 points for projects led by undergraduate students; 10 points for all others)
6. The reasonableness of the timeline and budget request. (5 points)
7. The likelihood that the project will result in a high-quality final product appropriate to the applicant (for faculty a journal article or conference presentation and a final report to the organization; for others, a final report to the organization, poster presentation, public presentation or other documentation) (5 points).

Application Instructions

Applications are due in the spring semester. Applications should be submitted via the CCSJ website³ according to the following format.

1. Required Information: Complete fields indicating the applicant's name and department (for students, their major or field of study), title of project, project period, name, address, and phone number of the community agency, name of the primary community agency contact person for the project. For Student-Directed Projects, the name of the Loyola mentor who is providing a letter of recommendation should be included. Faculty mentors should submit their letter of recommendation [separately](#).
2. A project abstract of up to 100 words followed by a typed, double-spaced project description of no more than 1,500 words (include word count) that describes the project and addresses the evaluation criteria above.
3. A bibliography of primary and secondary sources already consulted and of those the researcher plans to consult.
4. A brief timeline outlining the activities to be completed.

³ www.loyola.edu/kolvenbach

5. A brief budget outlining the use of the funds.
6. A letter from the community agency that addresses the quality of the proposal, the applicant's preparedness to undertake the project, and the significance of the project to the community.
7. For Student-Directed Projects only: the name of the faculty mentor. The mentor should upload a letter of recommendation directly to the [Qualtrics website](#). The letter should assess the quality of the proposal, the applicant's preparedness to undertake the project, and the significance of the project to the community.
8. For Student Involvement in a Faculty-Directed Project only: A statement of interest from the student that communicates an understanding of and interest in the Kolvenbach Program as well as a connection between the proposed project and the Kolvenbach goals.

Award Size:

Up to \$6,000 with a maximum \$3,500 stipend.

Ordinarily, stipends support summer effort only. Further, the funding requested should be tied to the research needs. The program generally does not fund tangible items that will be retained beyond the grant period (i.e. Ipads, cameras, office equipment).

At the conclusion of the project, the community partner will receive a \$500 donation for their participation in the project. This is not a part of the award amount and need not be included in the budget.

Additionally, in the case of a Student-Directed Project, the faculty mentor will receive a \$500 stipend at the conclusion of the project.

Requirements of Grant Recipients

All grant recipients are required to submit a comprehensive final report on their project including a one-page reflection on the experience by May 15th of the following year. For the final report to be deemed complete they also must submit a and a one-page letter from the community mentor evaluating the work completed and its pertinence to the organization. Students also must submit a one-page letter from the Loyola faculty mentor evaluating the research project. The final report should be forwarded to cels@loyola.edu.

Grant recipients are expected to present their research at a campus-wide event organized by the CELS director. Undergraduate students are expected to submit their research to the Undergraduate Research Colloquium. Graduate students are expected to submit their research to the Emerging Scholars Colloquium.

Grantees with outstanding final reports may not submit a new application.