



**LOYOLA UNIVERSITY CHICAGO
FACULTY DEVELOPMENT LEAVE
APPLICATION COVER SHEET**

Preparing people to lead extraordinary lives

Name: _____

Department: _____

School/College: _____

Project Title: _____

Requested Percentage and Leave Date: _____

Previous Leaves: Please list type, date, and title of each leave

1. _____
2. _____
3. _____

Year of Appointment at Loyola University of Chicago: _____

Please indicate "yes" or "no" if any of the following apply to your study:

Biohazards: _____

Human Subjects: _____

Animal Care: _____

Radiation: _____

If your answer to any of the above is either 'yes' or 'uncertain,' please contact the Office of Research Services by e-mail, ORS@luc.edu. The applicant must obtain the requisite approvals before the project can formally begin.



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**LOYOLA UNIVERSITY CHICAGO
FACULTY DEVELOPMENT LEAVE
RECOMMENDATION SHEET**

Chairperson or Dean:

Please review this leave proposal that is being submitted by a faculty member from your Department/School. The Faculty Development Review Committee (FDRC) will be reviewing and ranking these proposals for possible funding, and they value your assessment of the scholarship merits of this proposal. They also welcome your comments on the significance of this work for your discipline and for the advancement of this applicant's research program.

Applicant Name: _____

Department: _____

School/College: _____

Proposal Title: _____

Chairperson's (Dean's) signature: _____

Chairperson or Dean: Please enter your recommendation in this space. It will expand as you type.

Directions: This application consists of seven (7) sections, each with specific items to be included. Please address each section in order, attaching as many pages as necessary. Incomplete applications will not be considered.

I. ABSTRACT—Non-technical summary of the proposed scholarship activity: This should be a brief statement that will be understandable to educated non-specialists, describing both the nature of the activity and its significance for the applicant's career, as well as its broader value to Loyola. Applicants should limit this abstract to **300 words**.

II. TECHNICAL DESCRIPTION OF PROJECT: Describe in appropriate detail the proposed activity, including:

- a. The significance to the field and importance of the proposed outcomes.
- b. For research/ creative activities, it is essential to include a discussion of the theoretical approaches, methodologies, types of data/information, and a discussion of how this work will contribute to the broader discipline.
- c. For all categories of projects, the technical description should include the applicant's qualifications to conduct the project and should be developed in a form consistent with applications for external support or another form appropriate for the specific discipline.
- d. The application should be supported by appropriate citations and a bibliography. Applicants should limit the body of this statement to no more than **2,000 words**, delivered in double-spaced format.

III. STATEMENT OF INDIVIDUAL, PROGRAMMATIC, and INSTITUTIONAL IMPACT: Discuss the benefits of the proposed activity to you, your unit within the university and to Loyola as a whole.

- a. Indicate how the proposed activity relates to your previous work and how it will contribute to your future work.
- b. Indicate how this leave might enhance potential for future extramural support of your research or other creative endeavors.
- c. Indicate why a leave is necessary to accomplish this project rather than doing it as a part of the normal workload expected of all faculty. Applicants should limit this section to no more than **400 words**, delivered in double-spaced format.

IV. EXTRAMURAL RESOURCES: (if applicable)

- a. If resources external to Loyola are required and/or included in your proposal (e.g., laboratories or facilities of other institutions, acceptances in programs offered at other institutions, additional funding by outside agencies), specify those resources and indicate what advanced preparation you have made to secure these resources.
- b. Also indicate what alternative means will be employed to complete your project if outside resources are not forthcoming. Applicants should limit this section to no more than **300 words**, delivered in double-spaced format.

V. TIMELINE and DISSEMINATION PLAN:

- a. Delineate the projected timeline for completion of the proposed project.
- b. Discuss how you will publish, present or disseminate your scholarship as a result of this award. Detail your plans for submitting publications, manuscripts, extramural funding proposals, and/or presenting the results of your scholarship as a result of this award. Applicants should limit this section to no more than **300 words**, delivered in double-spaced format.

VI. APPENDICES, if appropriate:

- a. If appropriate, appendices may be included that will help peer reviewers to understand the proposal, (example diagrams, tables and figures, original creative work in the arts, reviews of exhibitions or performances, photographs, etc.).
- b. These may contain any supporting material deemed necessary to adequately explain the planned activities during the leave. Particularly relevant and welcome would be copies of pending or planned grant applications (summaries, project descriptions and the like), research project protocols, evaluations of previous extramural grant submissions, copies of reviews of the candidate's work published in professional outlets, reviews of book proposals, book contracts, or any other materials that would help the appropriate LUC evaluating individuals and committees place the applicant's work in the broader context of appropriate disciplines.

VII. CURRICULUM VITAE: Full and current *Curriculum Vitae*—attach at end of application.

Leave of Absence Proposal Rubric

Rating Categories	Unacceptable for Funding 1	Marginal 2	Adequate 3	Superior 4	Ready for Funding: Exceptional 5
Comprehensiveness of Proposal	Cursory description of project	Brief description of project	Adequate description of project	Detailed description of project	Completely and cogently detailed description of project
Clarity of Proposal	Proposal language is overly discipline-oriented and so unclear to reviewers.	Proposal language is clearer, details are more comprehensible to reviewers.	Proposal language enables reviewers to comprehend the proposal adequately.	Proposal language is very clear and enables reviewers readily to comprehend the proposal.	Proposal is pellucid to reviewers, complementing comprehensiveness, clarity, etc.
Achievable Goals	Goals as specified are unrealistic and unattainable.	Specified goals seem attainable.	Attainment of specified goals is likely.	Specified goals will be attained.	Timetable specifies systematic progression toward clearly attainable goals.
Method for Completing the Project Proposed	No statement provided	Minimal statement	Adequate statement	Method is described in some detail	Steps for completing project are stated in detail.
Description of Expertise of the Researcher	Weak or no description provided	Inadequate description	Adequate description	Expertise is described in some detail	Thorough description of expertise
Project's Impact	Weak or no statement provided	Inadequate statement	Adequate statement	Impact is described in some detail	Thorough description of impact
Dissemination Plan	None stated	Minimal description of dissemination plan	Adequate description of dissemination plan	Dissemination plan is described in some detail	Thorough description of dissemination plan.
References	None included	Some included/dated	Adequate	Detailed listing	Thorough listing of well-qualified references