LOYOLA UNIVERSITY CHICAGO

Loyola University Chicago
Summer Research Stipend Awards

Loyola University Chicago will award Summer Research Stipends, in the amount of $7,000, on a competitive basis to support scholarly faculty activity during the summer. Individual deans are free to augment approved Summer Research Stipend awards from college/school-level funding sources. However, all stipends (except those organized within the School of Law) must be vetted by and receive the recommendation of the University Faculty Development Review Committee ("FDRC").

1. Purpose of award

The purpose of the award is to help faculty to conduct research that will advance their scholarship program. The term *research* refers to the normal scholarly activity in a discipline: contributing to knowledge in a subject area or taking a well defined step toward producing original scientific or artistic work. Summer Research Stipend awards are not intended for course development or for teaching-related work, including the development of textbooks or casebooks. Stipends are not awarded to support work toward an advanced degree.

The applicant should address if the proposed work for the funding period is a part of, or closely related to, a larger research project (books, films, productions, or other publishable scholarship), or if it is preliminary work needed to position the applicant for a competitive application for future external funding (fellowships, grants, and other scholarship awards).

2. Eligibility and requirements for the award

- All tenured and tenure-track faculty on nine-month contracts are eligible to apply for a Summer Research Stipend (with the exception of the School of Law and the Stritch School of Medicine). Faculty members who receive Summer Research Stipend awards for two consecutive summers are not eligible to apply for an award the following year.
- Department chairs, associate deans, deans, and vice provosts are not eligible to submit a proposal. Department chairs who will be ending their service in the summer of the proposal are eligible.
- Endowed chairs/professors are not eligible.
- Faculty receiving a Summer Research Stipend may teach no more than one course during the summer school terms of that year.
- Faculty who receive a Summer Research Stipend from the University are expected to complete two semesters of service to Loyola following completion of the Summer Research Stipend.
- Applicants are required to list all past Summer Research Stipend awards in their application. In the event that funds for stipends are limited, and in cases where a proposal is judged ready for funding, the applicant will receive added consideration if they have not received a stipend in the past three academic years.

3. Submission details and deadline

Please consult your college or school to confirm deadlines for any required preliminary steps. Please submit your materials in Interfolio RPT. Required materials are listed in the application.

4. School/college-level review

An evaluation of the proposal from the department chair/program director (if applicable) and the dean of the school/college is required; for other levels of college/school review, please follow your unit's guidelines. These evaluations should comment on the technical merit of the proposal as well as the importance of the

stipend for the faculty member's professional development. As applicable, these recommendations should also comment on the importance of this proposed work for the academic program and the University. These recommendations should *each include a score of 1 to 5 based on the language of the rubric* (see end of this file and application). Units may choose to rank applications, but the score must still be included. Letters should be submitted as PDF files on Interfolio RPT. Each letter should contain information about the individual applicant only and should not refer to other scores or applications within the unit.

A timeline for these levels of review should be established by the deans' offices, working backward from the deadline for University-level review by the FDRC.

5. **University-level review**

Proposals will be reviewed and recommended for funding or non-funding by the FDRC. The reviewers will assess the applications on each of the following categories: (see attached rubric)

- This proposal effectively explains the significance of the proposed work for the funding period; shows promise of attaining goals of value to the relevant discipline; and shows how the work will significantly advance the field;
- This proposal demonstrates that the applicant has a grasp of the field and of the associated literature;
- This proposal outlines methods or approaches to the proposed work in a way that convinces the reviewer that the objectives of the project will be achieved;
- This proposal is written clearly and in a manner that can be evaluated by faculty peers for its scholarship quality;
- This proposal makes clear that the applicant has the expertise to carry out the project and that the applicant's research program will be advanced by this award;
- This proposal makes clear the extent to which the Summer Research Stipend is important to the completion of the project;
- This proposal outlines the plan for disseminating the results of this project.

Having considered all of these criteria, the FDRC members will rate the proposal on a five-point scale where five indicates "exceptionally ready for funding," three indicates "ready for funding," and scores below three indicate that the proposal is judged "not ready for University funding."

4. Clearances

Applicants are reminded that all projects involving human subjects, biohazards, radiation, or the use of live vertebrate animals require approval by the appropriate oversight committee before they can begin. Please contact the Office of Research Services for further assistance with this process.

5. Final report

Successful applicants will be required to submit a report to the Office of Faculty Affairs by December 15 following the Summer Research Stipend. Unless otherwise instructed by the academic unit, this report should be one-page long, single spaced, and describe the professional activities accomplished and outline future plans (publications, grant applications, or other outcomes).

6. External applications

When appropriate, applicants are encouraged to submit information about or summaries of identical or complementary proposals to external funding agencies.

Summer Research Stipend Proposal Rubric

Rating Categories	Unacceptable for Funding 1	Marginal 2	Adequate 3	Superior 4	Ready for Funding: Exceptional 5
Comprehensive-ness 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 comprehensive-ness, 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