**Summer Research Grant Program**

**Center for Equity, Leadership, and Social Justice in Education (CELSJE)**

**School of Education**

**Guidelines for Submitting Summer Research Proposals**

**INTRODUCTION**

As part of our mission to facilitate scholarship at SOE, the CELSJE invites the submission of proposals for Summer Research Grants. This is a competitive program in which proposals are reviewed by a CELSJE Review Committee that consists of faculty members representing both departments and having a variety of methodology expertise. Applications are due by the first Friday of the spring semester. One should not assume the committee members to have specialized 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.

**Types of Fundable Research**

CELSJE is interested in supporting projects that enable SOE faculty members to make substantive scholarly progress or accomplishments in their discipline, which can be developed into a proposal for external funding (governmental, corporate, or foundational). Applicants should explicitly explain how the proposed research could help to build the capacity or serve as an initial or essential step for seeking an external funding or grant.

Some examples:

1. a project that can be completed during the summer months (June-August);
2. preliminary work, such as pilot study, instrument development and validation study;
3. implementation of some specific part of a longer-range research plan
4. writing a grant proposal to an external granting agency in partnership with appropriate grant personnel;
5. the analysis and/or write-up of findings of an experiment that can be utilized in a grant proposal later on
6. Interdisciplinary projects may also be submitted for review. Such collaborations need to help with a potential grant proposal development.

**ELIGIBILITY**

1. Eligibility is limited to all full-time faculty members in SOE.
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.

1. Faculty members are eligible to receive funding for two out of three consecutive years.
2. Faculty members who are applying for or are funded by other sponsored programs or grants (E.g., the Summer Research Grant at Loyola, federal, foundation or corporate funding, etc.) during the same summer are ineligible.
3. The applicant has submitted final reports for all past summer research received through this grant.
4. 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 from CESLJE 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 CELSJE’s 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 CELSJE Review Committee is comprised of members from a variety of specialty areas in education; 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):

1. Title of Proposed Project
2. Abstract (200 word limit): Include a word count
3. Description (1500 word limit): Include a word count.

1. Objective of Proposed Work
2. Significance of Proposed Work
3. Research Plan

4. Broader Context of Proposed Work and How It Is Linked to a Proposal for External Grant

5. Likelihood of Success

1. Budget (1 page)
2. Cited References (No page limit)

**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. Applicants are reminded that if they refer to their own work in the references, their names should be omitted.
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 CELSJE’s website.
4. 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 via CELSJE’s website 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/grant proposal submission that resulted from a summer grant to the CELSJE subsequently. The title of the summer grant proposal and the year it was received along with the complete citation should be submitted.

**EVALUATION CRITERIA**

In reviewing the proposed activity, the Review Committee will keep in mind that awards are to be made consonant with a philosophy of supporting the development of faculty’s research and preparation for external grant proposals. 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.



*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 and Broader Impacts*: 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 include: practical and social importance as well as importance to basic research in the discipline, and importance to the community and society. (10 points)

3. *Research* *Plan*: 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 (conducting a pilot study, developing a survey instrument, analyzing findings and writing up findings, developing a grant proposal, and so on). No matter what kind of work is being proposed, however, there should be a well-thought-out and clearly articulated research plan. Methodological aspects, research design, human subjects protection, techniques employed, etc. should be included as appropriate. Applicants also should include **an explicit** timetable for carrying out the various aspects of the project. The applicant should clearly delineate the specific activities for the summer research grant in a way that convinces the reviewers that they can complete the proposed activities in the timeframe and these activities have not already been funded through other grants. (10 points)

4. *Broader Context of Proposed Work and How It Is Linked to a Proposal for External Grant:* The applicant should demonstrate how this project fits into an overall long-range scholarly agenda of the applicant and how this project helps the applicant to prepare for an external grant proposal down the line (need to identify possible grant programs the applicant are considering to apply for). Applicants should also discuss why this grant is critical to the research project. Applications should discuss 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 grants the applicant has received internally and externally during the previous five years to support this project 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 an external grant proposal or a publication. (5-point scale: 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. *Budget.* The applicant should include a budget that specifies how the requested funds are going to be distributed.

7. *Adherence to Guidelines*: (5-point scale: 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. Reviewers will be assigned randomly.

The Committee’s recommendations will be provided to the CESLJE Director and the Director will provide the final grant recommendations to the Deans for final approval. Applicants are notified by the CESLJE as to the outcome of their applications. Ordinarily this occurs by April 1. 25.

Questions? Please contact us by emailing soecenter@loyola.edu