

NOTES FROM NANCY

With the end of the semester in sight, I know that many of you will have more time to focus on research and your plans for next year. For some of you this may include considering an application for a senior sabbatical or tenure-track research leave in the fall. If you plan to apply for a leave, I encourage you to consider applying for a grant or fellowship for additional support and to keep in mind that many of the opportunities that support faculty leaves have late summer and early fall deadlines. Indeed, waiting until you've submitted your leave application in the fall generally means that you've missed the deadlines for external funding for a sabbatical leave in the following academic year.

In this issue, we've included a number of opportunities that support sabbaticals. In addition to those listed on pages 4 and 5, there may be others that are specific to your research interests. I invite you to get in touch with the ORSP as soon as the semester winds down for assistance identifying other sources that may be specific to your plans. And, of course, if you are interested in applying for a grant that is not related to a leave contact us as well. We hope to hear from you soon!

Nancy Dufau
Director

DEREK BOWDEN JOINS ORSP AS ASSISTANT DIRECTOR

The ORSP is pleased to announce that Derek Bowden accepted the position of assistant director in our office. Derek brings experience working with faculty members, managing the Salisbury symphony, and serving on the faculty at Salisbury University, where he secured grant funding to support a number of initiatives. We are excited for Derek to join the ORSP in May; he will be a great addition to the ORSP team.

FULBRIGHT SCHOLAR ROBERTA SABIN TO SPEAK ABOUT HER EXPERIENCES IN MALAWI APRIL 29

Roberta Sabin, Professor *Emerita* of Computer Science, will give a short talk directed to faculty members covering her experiences as a Fulbright Scholar in Malawi. She will also take questions about her time spent abroad as well as the application process. The talk will take place Tuesday, April 29 at 11am in Sellinger Hall 104.

CONGRATULATIONS TO RECENT AWARDEES

Michelle Cheatem

Maryland Higher Education Commission
College Access Challenge Grant
Ignatius Scholars Program

Melissa Gerard

National Endowment for the Humanities
Summer Stipend
Lines of Feeling: Modernist Women's Poetry and the Problem of Sentimentality

Douglas Harris

National Endowment for the Humanities
Challenge Grant
Messina: Loyola University Maryland's First-Year Seminar Program

Steven Hughes

Fulbright Scholar Award to Italy
Blood for Honor: the "Delitto d'Onore" in United Italy

David Jacobson & Martha Taylor
Maryland Humanities Council
Conversations with Oedipus

Jason Prenoveau & Matthew Kirkhart
Center for Open Science
Reproducibility Grant

Jill Snodgrass
Louisville Institute
Sanctuaries and Stigma: The Spiritual and Religious Lives of Women Transitioning from Prison

EXPEDITING IRB REVIEW

The IRB is charged with the review of applications that involve human participants in order to ensure that the rights and welfare of human subjects are protected. This year the IRB reviewed 228 applications, a 39% increase over last year. The increase was almost entirely due to the receipt of more student applications, indicating that more students are engaged in research or research-like activities on campus. With the greater demands this places on the IRB, ensuring that applications are well-prepared and complete will help to minimize the time needed for review. The following tips are offered to assist faculty members who are overseeing student projects that require review by the IRB.

Tips for Faculty

1. Keep in mind the IRB requirements and timeline when scheduling research activities as course requirements.

The turnaround for review of exempt applications is 3 business days and for expedited applications is 15 business days. Applications that involve participants under the age of 18 are not eligible for exempt review.

2. Thoroughly review the application to minimize the need for modification prior to approval.

The above timelines are for applications that do not require modification prior to approval. With the increase in student applications, the IRB is receiving more applications that require modification prior to approval. For projects that require modification, students receive an initial response per the above timeline, and then are required to submit a clarification. Once the applicant's response is received, the reviewers may take 10 business days to respond. If multiple revisions are required, approval may take longer than originally anticipated.

3. Remember that your signature on a student application certifies that you have reviewed the application and deem it to be ready for submission.

The IRB understands that faculty members may view the back and forth as an important learning process for students, however, it is important to consider that applications requiring revisions will require additional time to review. Faculty sponsors also are reminded that they are charged with keeping all records pertaining to their student's research for 3 years after the date of completion.

4. Have students submit projects as soon as they are ready.

In the past, projects assigned to an entire class had often been bundled and submitted together. As the number of classroom-based research activities has increased, this can slow down the review process. The IRB requests that faculty members have students submit their applications as they are ready. This will help to expedite the review process for students who complete their work quickly and allow them to start their research earlier.

5. Keep in mind that many applications are submitted with a request for immediate review due to time constraints.

While the IRB tries to expedite the review, it is unable to guarantee this given the increased numbers of applications and the increased requests for immediate review.

Tips to Pass on to Students

There are a number of common issues that can slow down the review process. The following tips can help to ensure faster processing and approval of applications for your students.

1. Include an on-campus mailing address, when applicable. Graduate students should include a full mailing address. If this information is not included, it can result in a delay of receipt of the official approval letter.
2. Include a date when research will begin and end.

Take into account the standard response time and do not submit an application with a date that has passed.

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Expediting IRB Review continued from page 2

When reviewers see a date that has passed, questions can arise as to whether the research has already begun. Also, remind students that participant recruitment may not begin until after the official approval letter is received.

3. When submitting exempt applications, double check that the appropriate box is checked and that the category of exemption is not left blank.
4. If a study is utilizing previously collected data, the applicant should describe the protocol of the current study, not the protocol of the original study. They also should not include the consent forms from the previous study.

A common mistake among graduate students is to describe the way by which participants were originally recruited and studied. Faculty research mentors are encouraged to remind students to discuss the ways by which students will obtain the data and analyze it.

5. When discussing the timeline in the application, use the future tense.

When past tense is used to describe the collection of data, the reviewers may question whether the study has already begun. If the research has begun without the appropriate approvals, the faculty member should contact the Director of the ORSP.

6. Be sure to include the survey measures. Without them, the IRB is unable to assess risk.
7. Include the appropriate consent and assent forms, prepare them carefully, and proofread.

One of the most common mistakes students make in preparing these forms is the inconsistent use of tense. While this may seem minor, the misuse of tense can change the meaning of the consent form and can confuse participants. Also, remind students to choose “I” or “you” and stick with it. Additionally, a consent form will almost always have different language from an assent form because an assent form is prepared for a child. Encourage students to use language appropriate for the age of the child when preparing an assent form.

8. Be sure to include the human subjects education certificate number and date of completion on the application. First-time applicants must also include a copy of the certificate.

Applications cannot be approved until the NIH human subjects training has been completed and the IRB has a copy of the training certificate on file.

As Loyola’s research environment continues to grow, the IRB looks forward to working with you and your students. The IRB welcomes your feedback as to what types of outreach would be most helpful. Please email us at irb@loyola.edu.

For more information about the IRB and to obtain sample documents and forms, please visit www.loyola.edu/irb.

GRANT SPOTLIGHT

Douglas Harris, Co-Director, Living Learning Communities Program, led an institutional effort that resulted in the award of a \$500,000 National Endowment for the Humanities Challenge Grant.

The grant, “Messina: Loyola University Maryland’s First-Year Seminar Program,” will fund a new faculty position in the humanities and the development of programming that will become part of the Messina experience for first-year students.

NEH Challenge Grants are capacity-building in nature and are intended to help institutions and organizations secure long-term support for their humanities programs and resources. These grants aim to strengthen the humanities by encouraging non-federal sources of support and by helping institutions secure long-term improvements in and support for their humanities programs. As part of the award, Loyola is required to match NEH funds three-to-one.

Loyola was one of only five universities and nine institutions to receive a grant of \$500,000, the highest increment awarded.

FUNDING OPPORTUNITIES

American Association of University Women (AAUW) Postdoctoral Research Leave Fellowships

due November 15

Aims to assist scholars in obtaining tenure and promotion by enabling them to spend a year pursuing research. The primary purpose is to increase the number of women in tenure-track faculty positions and to promote equality for women in higher education. Tenured professors are not eligible.

Summer/Short-Term Research Publication Grants

due November 15

Provides funds for women faculty to prepare research for publication. Time must be available for eight consecutive weeks of final writing and editing in response to issues raised in critical reviews. The grants are designed to assist the candidate in obtaining tenure and other promotions. Tenured professors are not eligible.

<http://www.aauw.org/what-we-do/educational-funding-and-awards/american-fellowships/>

American Council of Learned Studies (ACLS)

due late September

Supports research in all disciplines of the humanities and humanities-related social sciences, helping scholars devote 6-12 continuous months to full-time research and writing.

Digital Innovation Fellowships

Supports digitally-based research projects in all disciplines of the humanities and humanities-related social sciences.

Frederick Burkhardt Residential Fellowships for Recently Tenured Scholars

Supports long-term projects in the humanities and related social sciences and are intended to support an academic year (normally 9 months) of residence at any one of the national residential research centers participating in the program.

Charles A. Ryskamp Research Fellowships

Provides research support for advanced assistant professors and untenured associate professors in the humanities and related social sciences.

<http://www.acls.org/programs/comps/>

The Louisville Institute Sabbatical Grant for Researchers Program

due November 1

Assists research and writing projects that will advance religious and theological scholarship. Ordinarily applicants will be fully employed in accredited academic institutions and will be eligible for up to a full academic year leave from teaching. Grant amounts up to \$40,000.

Project Grant for Researchers

due October 1

Supports a diverse range of research and research-related projects undertaken in the interest of believing communities. Projects might include short-term periods of research, consultations about one's research involving pastors and academics, or collaborative, innovative projects that promise to enhance learning and strengthen the church. Particularly attractive to the Louisville Institute are projects that involve both academics and pastors in genuinely collaborative inquiry. Grant amounts up to \$25,000.

First Book Grant for Minority Scholars

due January 15

Assists junior, non-tenured religion scholars of color to complete a major research project on an issue in North American Christianity related to the priorities of the Louisville Institute. Grant periods are typically one academic year in length. The maximum award is \$40,000.

<http://www.louisville-institute.org/Grants/programs.aspx>

The National Academies Research Associateship Programs

due dates vary by program

Promotes excellence in scientific and technological research conducted by the U.S. government through the administration of programs offering senior level research opportunities at sponsoring federal institutions. Reviews are conducted four times each year and review results are available approximately 6-8 weeks following the application deadline.

<http://sites.nationalacademies.org/pga/rap/>

FUNDING OPPORTUNITIES

Institute of International Education Scholar Awards and Fulbright Flex Awards

due August 1

In addition to the traditional Scholar Award that supports one semester or academic year leave for teaching and/or research, the Flex Award allows scholars short-term stays in a host country over a period of 2-3 years; also designed for scholars who require multiple visits abroad to accomplish research objectives. In addition to research activities, scholars are required to give public talks, participate in seminars, mentor students, and engage with the host country academic community. Applications that propose grant periods during the host institution's academic year are preferred.

<http://www.cies.org/fulbright-flex-awards#sthash.BdXPid6b.dpuf>

Spencer Foundation Small Research Grants in the Areas of Inquiry

due June 24, August 24, and November 18

Organized under four areas that identify topics covering education, including outcomes, purposes, practices, policies and enabling (or constraint) organizational contexts and processes. Also welcome are proposals outside the constraints. Total budget of up to \$50,000.

Review takes approximately 4 months; start date should be no sooner than 4 months following the deadline.

<http://www.spencer.org/content.cfm/small-grants-in-the-areas-of-inquiry>

American Philosophical Society (APS) Franklin Research Grant

*due October 1 for work to be completed February - January,
December 1 for work to be completed April -January*

Designed to help meet the costs of travel to libraries and archives for research purposes; purchase of microfilm, photocopies, or equivalent research materials; costs associated with fieldwork; or laboratory research expenses. Grants of up to \$6,000 are payable to the applicant.

John Simon Guggenheim Memorial Foundation Fellowships to Assist Research and Artistic Creation *anticipated September 1*

Assist research and artistic creation for advanced professionals in all fields (natural sciences, social sciences, humanities, creative arts) except the performing arts.

<http://www.gf.org/applicants/the-united-states-canadian-competition/>

National Endowment for the Arts (NEA) Creative Writing Fellowships

anticipated March 1

Fellowships in fiction, poetry, and creative nonfiction enable recipients to set aside time for writing, research, travel, and general career advancement. Grants are for \$25,000.

This program operates on a two-year cycle with fellowships in prose and poetry available in alternating years. The next round will be for prose.

Translation Projects *anticipated December 1*

Enable recipients to translate work from other languages into English. Grants are for \$12,500 or \$25,000, depending upon the artistic excellence and merit of the project.

<http://arts.gov/grants/apply-individuals>

National Endowment for the Humanities (NEH) Fellowships

due May 1 and March 1

Support individuals pursuing advanced research that is of value to humanities scholars or general audiences. Recipients produce articles, monographs, books, digital materials, archaeological site reports, translations, editions, or other scholarly resources. Projects may be at any stage of development.

<http://www.neh.gov/grants/research/fellowships>

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