



**Loyola University Chicago  
Application for Faculty Development Leave**

Please submit the following required materials on Interfolio RPT.

**I. COVER SHEET.**

Submit a cover sheet that includes the following:

1. Name
2. Department (if applicable)
3. School/college
4. Project title
5. Requested percentage and leave date
6. Previous leaves (please list type, date, and title of each leave; see section VII [c] below for required materials related to previous Faculty Development Leaves, if applicable)
7. Year of appointment at Loyola University Chicago
8. Please indicate “yes” or “no” if any of the following apply to your study:
  - a. Biohazards
  - b. Human Subjects
  - c. Animal Care
  - d. Radiation

If your answer to any of the above is either ‘yes’ or ‘uncertain,’ please contact the Office of Research Services at [ORS@luc.edu](mailto:ORS@luc.edu). The applicant must obtain the requisite approvals before the project can formally begin.

**II. ABSTRACT:** Non-technical summary of the proposed scholarship activity.

Submit 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**.

**III. TECHNICAL DESCRIPTION OF PROJECT.**

Describe in appropriate detail the proposed activity for the funding period, including:

- a. The significance to the field and importance of the proposed outcomes.
- b. For research or 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. This should be developed in a form consistent with applications for external support or in another form appropriate for the specific discipline.
- d. The technical description should be supported by citations and a bibliography in the format appropriate to the discipline.

Applicants should limit the body of this technical description to no more than **2,000 words**, delivered in double-spaced format.



**IV. STATEMENT OF INDIVIDUAL, PROGRAMMATIC, and INSTITUTIONAL IMPACT.**

Discuss the benefits of the proposed activity to you, your academic 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.

**V. 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.

**VI. 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.

**VII. 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 information about 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 Loyola evaluating individuals and committees place the applicant's work in the broader context of appropriate disciplines.
- c. If you were awarded a Faculty Development Leave within the last four years, indicate when these funds were awarded and describe the outcome of the research for which they were awarded, such as external grants, creative works, presentations, or publications. Attach a copy of your final



**LOYOLA**  
UNIVERSITY CHICAGO

report for your Faculty Development Leave. You do not need to include reports for other types of leaves.

**VIII. CURRICULUM VITAE.**

Full and current Curriculum Vitae.

### Faculty Development Leave Rubric

| <b>Rating Categories</b>                          | <b>Unacceptable for Funding<br/>1</b>  | <b>Marginal<br/>2</b>   | <b>Adequate<br/>3</b>  | <b>Superior<br/>4</b>   | <b>Ready for Funding:<br/>Exceptional<br/>5</b>                                   |
|---|--|---|--|---|---|
| <b>Comprehensiveness of Proposal</b>              | Cursory description of project   | Brief description of project  | Adequate description of project  | Detailed description of project   | Completely and cogently detailed description of project                           |
| <b>Clarity of Proposal</b>                        | 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. |
| <b>Achievable Goals</b>                           | 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.       |
| <b>Method for Completing the Project Proposed</b> | No statement provided  | Minimal statement   | Adequate statement   | Method is described in some detail  | Steps for completing project are stated in detail.                                |
| <b>Description of Expertise of the Researcher</b> | Weak or no description provided  | Inadequate description  | Adequate description   | Expertise is described in some detail   | Thorough description of expertise   |
| <b>Project's Impact</b>                           | Weak or no statement provided  | Inadequate statement  | Adequate statement   | Impact is described in some detail  | Thorough description of impact  |
| <b>Dissemination Plan</b>                         | None stated  | Minimal description of dissemination plan                                   | Adequate description of dissemination plan                                 | Dissemination plan is described in some detail  | Thorough description of dissemination plan.                                       |
| <b>References</b>                                 | None included  | Some included/dated   | Adequate   | Detailed listing  | Thorough listing of well-qualified references                                     |