



**Loyola University Chicago  
Application for Summer Research Stipend**

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. Past Summer Research Stipend awards (please see section VII [b] below for required materials, if applicable)
6. Year of appointment at Loyola University Chicago
7. 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 during the funding period and its significance for the applicant's career, as well as its broader value to Loyola. Applicants should limit this abstract to **300 words**, delivered in double-spaced format.

**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 of the work to be completed during the funding period.
- 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 for the funding period relates to your previous work and how it will contribute to your future work.
- b. Indicate how this award might enhance potential for future extramural support of your research or other creative endeavors.
- c. Indicate why an award 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 *during the funding period*.
- b. Discuss how you will publish, present, or disseminate your scholarship as a result of this award. Detail your plans for submitting publications, manuscripts, and extramural funding proposals, and/or for 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. If you were awarded a Summer Research Stipend within the last three 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 report(s) for all previous awards during this time period.

**VIII. CURRICULUM VITAE.**

Full and current Curriculum Vitae.

### Summer Research Stipend Proposal Rubric

<b>Rating Categories</b>	<b>Unacceptable for Funding 1</b>	<b>Marginal 2</b>	<b>Adequate 3</b>	<b>Superior 4</b>	<b>Ready for Funding: Exceptional 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